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PROGRAM OF AFFIRMATIVE ACTION

CITY OF DALY CITY

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DEFINITION OF TERMS

Affirmative Action Program

The results-oriented program which implements the City's policy of taking positive steps to employ and utilize ethnic minorities and females within the City's work force.

Agency

The City of Daly City. Used interchangeably with the "City", "Daly City".

Annual Goals

Annual targets, expressed in percentages, which are set in all areas where there is underutilization of ethnic minorities and/or females in the City's work force.

EEO Category

Job categories which are used by Equal Employment Opportunity Commission (EEOC):

- A. Officials and Administrators
- B. Professionals
- C. Technicians
- D. Protective Service Workers
- E. Paraprofessionals
- F. Office and Clerical
- G. Skilled Craftworkers
- H. Service-Maintenance

Ethnic Minority

Includes the following designations: Black: Persons of African descent as well as those identified as Jamaican, Trinidadian, and West Indian; Spanish Surnamed: Persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent; American Indian: Persons who identify themselves or are known as such by virtue of tribal association; Asian American: Persons of Japanese, Chinese, or Korean descent; Filipino: Persons of Philippine descent; Other Non-White: Aleuts, Eskimos, Malaysians, Thais and others not covered by the specific categories mentioned above.

Net Turnover

The mathematical difference between the sum of new hires and terminations in a given period of time (12 months in this document).

Numerical Goals

The number of employees necessary to employ in order to achieve an ultimate goal.

Office and Clerical (EEO Category)

Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, messengers, office machine operators,

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Office and Clerical (cont'd)

clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks and kindred workers.

Officials and Administrators (EEO Category)

Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, examiners, wardens, superintendents, sheriffs, police and fire chiefs and inspectors and kindred workers.

Paraprofessionals (EEO Category)

Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: library assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker aides, home health aides, and kindred workers.

Professionals (EEO Category)

Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dietitians, lawyers, system analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants and kindred workers.

Protective Service Workers (EEO Category)

Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers and kindred workers.

Service-Maintenance (EEO Category)

Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. Workers in this group may operate machinery. Includes chauffeurs, laundry and dry cleaning operatives, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers refuse collectors, construction laborers.

Skilled Crafts Workers (EEO Category)

Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: mechanics and repairmen, electricians, heavy equipment operators, stationary engineers, skilled machining occupations, carpenters, compositors and typesetters and kindred workers.

S.M.S.A. (Standard Metropolitan Statistical Area)

Geographic area from which the employer is reasonably expected to recruit. S.M.S.A. in this report includes the following five Bay Area Counties: Alameda, Contra Costa, Marin, San Francisco, and San Mateo.

Technicians (EEO Category)

Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary education or through equivalent on-the-job training. Includes: computer programmers and operators, draftsmen, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences) assessors, inspectors, police and fire sergeants and kindred workers.

Ultimate Goals

Five year goals designed to bring the City's ethnic minority and female employment levels in parity with S.M.S.A. minority population and female labor force.

Underutilization

Levels of minority and female employment in Daly City's internal work force which are lower than ethnic minority population and female labor force levels in S.M.S.A.

ESTABLISHMENT OF GOALS AND TIMETABLES

Section 60-2:12 Executive Order 12246

The City of Daly City is located in San Mateo County. Daly City City Hall is located at 90th Street and Sullivan Avenue, Daly City, California 94015.

Table I reflects the City's work force composition and ethnic minority/female utilization levels by EEO job category in each of the following programs directed by the City:

1. Full time, Permanent Employees

Encompasses all Civil Service employees, and full time, permanent employees who are exempt from Civil Service status, such as Department Heads and Administrators.

2. Part Time, Permanent Employees

Employees who are working 20 hours or less and are paid on an hourly basis.

3. Temporary and Recurrent Employees

Employees whose duties are not permanent in nature, or whose employment with the City is not continuous.

4. Affirmative Action Employees

Limited tenure positions which fall within the confines of the City's Affirmative Action Trainee Program, designed to hire ethnic minorities and females, and prepare them for the Civil Service System.

5. CETA Employees

Limited tenure positions which are funded primarily by the Federal Government.

6. Summer Youth Program

Summer employment program, funded by the Federal Government and designed to employ young disadvantaged persons, ethnic minorities and females.

TABLE I

CITY OF DALY CITY

ETHNIC MINORITY/FEMALE UTILIZATIONFull Time Permanent Employees

EEO JOB CATEGORY	Percent Employment Composition	Percent Ethnic Minority Utilization	Percent Female Utilization
Officials and Administrators	7.1%	3.8%	11.5%
Professional	12.0%	13.6%	15.9%
Technicians	7.4%	18.5%	-
Skilled Crafts Workers	4.9%	16.7%	5.5%
Protective Service Workers	31.6%	6.9%	-
Paraprofessionals	1.3%	20.0%	20.0%
Office & Clerical	18.1%	16.7%	83.3%
Service-Maintenance	17.3%	31.7%	-

Total: 364

TABLE I

CITY OF DALY CITY

ETHNIC MINORITY/FEMALE UTILIZATION

Part Time, Permanent Employees

EEO JOB CATEGORY	Total Part Time Permanent Employees	Percent Ethnic Minority Utilization	Percent Female Utilization
Office & Clerical	25	16%	76%

Total: 25

TABLE I

CITY OF DALY CITY

ETHNIC MINORITY/FEMALE UTILIZATIONTemporary and Recurrent Employees

EEO JOB CATEGORY	Total Temporary & Recurrent Employees	Percent Ethnic Minority Utilization	Percent Female Utilization
Technicians	1	-	-
Protective Service Workers	44	27%	16%
Paraprofessional	149	18%	30%
Office & Clerical	10	30%	80%
Skilled Crafts Worker	1	-	-
Service-Maintenance	5	40%	-

Total: 210

TABLE I
CITY OF DALY CITY

ETHNIC MINORITY/FEMALE UTILIZATION

Affirmative Action Trainees

EEO JOB CATEGORY	Total Affirmative Action Trainees	Percent Ethnic Minority Utilization	Percent Female Utilization
Paraprofessional	1	100%	100%
Office & Clerical	1	100%	100%
Service & Maintenance	1	100%	-

Total: 3

TABLE I
CITY OF DALY CITY
CETA EMPLOYEES

ETHNIC MINORITY/FEMALE UTILIZATION

<u>EEO JOB CATEGORY</u>	<u>Total CETA Employees</u>	<u>Percent Ethnic Minority Utilization</u>	<u>Percent Female Utilization</u>
Professionals	2		50%
Technicians	1	100%	
Protective Service Workers	7	100%	14%
Paraprofessionals	16	50%	31%
Office & Clerical	22	54%	91%
Skilled Crafts Workers	4	75%	
Service & Maintenance	16	62%	6%

Total: 68

TABLE I

CITY OF DALY CITY

ETHNIC MINORITY/FEMALE UTILIZATIONSummer Youth Program

EEO JOB CATEGORY	Summer Youth Employees	Percent Ethnic Minority Utilization	Percent Female Utilization
Paraprofessionals	7	100%	71%
Office & Clerical	22	82%	91%
Service-Maintenance	26	96%	8%

Total: 55

OVERVIEW - CITY OF DALY CITY

A total of 364 persons are employed by the City of Daly City, on a full time, permanent basis. 15.1% are ethnic minorities and 18.7% are females. An analysis of the City's work force composition as compared to the Standard Metropolitan Statistical Area population level, reflects a 13.8% overall ethnic minority underutilization in the City's work force; as compared to female labor force, females are 19.3% underutilized.

Work force analyses indicate that the total employment level for full time, permanent employees remained relatively constant during the last 12 months, primarily because of a 6 month hiring freeze. 363 employees were employed in July 1975, and 364 employees were employed in July 1976. During the period of July, 1975 to July, 1976, 27 new employees were hired and 26 employees terminated. Despite the low level of recruiting, due to the hiring freeze, the City's utilization of both ethnic minorities and females increased; ethnic minority from 14.6% in July, 1975 to 15.1% in July, 1976; and female utilization increased from 18.5% in July, 1975 to 18.7% in July, 1976.

At the present time, recruitment for all permanent positions has been frozen, due to budgetary conditions. The hiring freeze became effective June 15, 1976 and is expected to last through December, 1976. In accordance with its posture of affirmative action, the City will continue to hire as many ethnic minorities and females as possible in other employment programs directed by the City. Recruitment for all positions, regardless of type of employment program, is conducted by the City of Daly City.

Projected goals are designed to correct all deficiencies as soon as possible. Federal Guidelines state that "Goals may not be rigid and inflexible quotas which must be met, but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire Affirmative Action Program work. Goals must be significant, measurable and attainable" (Title 41, Revised Order No. 4, Subpart B, Section 60-2.12 c and e, Office of Federal Contract Compliance). State guidelines indicate: "... goals are not quotas. Goals should be flexible and realistic. Goals and timetables, as well as the entire program should be reviewed annually and revised as deemed appropriate" (Affirmative Action Guidelines, p. 10, State of California, Fair Employment Practice Commission).

The City of Daly City has established five year goals and will make a good faith effort to attain parity with Standard Metropolitan Statistical Area ethnic minority population level and female labor force level. The five year goals which have been established are dependent upon possible employee turnover, and the possibility of expansion of the City's work force. The established five year goals are not reasonable and attainable unless significant employee turnover and expansion occurs.

The City of Daly City has selected a goal of 28.9% for ultimate minority utilization. This figure represents ethnic minority population, between the ages of 16 and 64, residing in the five Bay Area Counties of San Mateo, San Francisco, Marin, Alameda, and Contra Costa. Specific ethnic minority groups having at least 2% representation are: Black, 10.6%; Asian American 4.1%; Spanish American, 11.7%; and Other, 2.5%. The female labor force goal of 38% was selected, rather than female population level, because not all females between the ages of 16 and 64 are seeking employment.

OFFICIALS AND ADMINISTRATORS

The Officials and Administrators category comprises 7.1% of Daly City's work force, and reflects a 3.8% minority utilization and an 11.5% female utilization. A comparison of the City's work force composition with Standard Metropolitan Statistical Area population figures indicates that Daly City is underutilized in minorities by 25.1%, and females by 26.5% in the Officials and Administrators category. Turnover in this category is extremely low. Projections are based on possible expansion or contraction of the City's work force. Because the Officials and Administrators category is comprised of one-incumbent positions, possible retirement dates are also considered in the work force analysis. Average age in the Officials and Administrators category is 48, and average years of service with the City of Daly City is 12. The incumbents are all professionals and are highly specialized. As openings occur, good faith efforts will be made to correct existing deficiencies.

During the past 12 months, 1 Caucasian female was promoted and 1 Spanish female was given a salary adjustment. One Caucasian male was promoted. Two Caucasian males were hired in this category. There were no terminations.

PROFESSIONALS

The Professionals category comprises 12% of the City's full time, permanent work force. Minority utilization in this category is 13.6% and female utilization is 15.9%. A comparison of minority population and female labor force in the Standard Metropolitan Statistical Area, with the City's work force indicates that Daly City has a 15.3% minority underutilization, and a 22.1% female underutilization.

During the past 12 months, in this category, 1 Caucasian male terminated, 1 Asian American male was hired, 1 Caucasian male was hired, and 1 Caucasian female was hired. Net turnover is 2. Three Caucasian males were promoted.

In the next 12 months, the following activity is anticipated in the Professionals category: Three new classifications have been budgeted: Civil Engineer, Traffic Engineer, Fire Lieutenant (3). In addition, 1 Police Lieutenant and 3 Police Captains will be added to the Police force. Turnover is expected in two currently filled positions.

TECHNICIANS

The Technicians Category comprises 7.4% of the City's work force. Minority utilization in this category is 18.5%; females are not currently utilized. A comparison of Daly City's work force with minority population in the Standard Metropolitan Statistical Area indicates that minorities are underutilized by 10.4%. As turnover and expansion permit, good faith efforts will be made to recruit qualified females and minorities.

During the last 12 months, 1 Filipino male and 1 Caucasian male were hired. There were no promotions or terminations in the Technicians category.

PROTECTIVE SERVICE WORKERS

Protective Service Workers comprise 31.6% of the City's work force. Minority utilization in this category is 6.9%; there is currently no female utilization in this category. A comparison of Daly City's work force with the Standard Metropolitan Statistical Area minority population level, indicates that the City is underutilizing minorities by 22%. As openings occur, good faith efforts will be made to recruit qualified females and minorities.

During the past 12 months, in this category, 10 Caucasian males terminated, 3 Spanish males terminated, and 5 Caucasian males were hired. One Caucasian male was promoted, through Civil Service procedures. Net turnover in this category is 8.

PARAPROFESSIONALS

The Paraprofessionals category comprises 1.3% of the City's work force. Minority utilization is 20% and female utilization is 20%. A comparison of Daly City's work force with the Standard Metropolitan Statistical Area figures indicates that minorities in this category are underutilized by 8.9%, and females are underutilized by 18%.

During the last 12 months, 1 Spanish female terminated, and 1 Spanish female was hired. One position was abolished and the Caucasian female incumbent was terminated. Net turnover is 1.

OFFICE & CLERICAL

The Office and Clerical category comprises 18.1% of the City's work force. Minority utilization in this category is 16.7% and female utilization is 83.3%. A comparison of Daly City's work force with Standard Metropolitan Statistical Area figures indicates that the City has reached full parity for females, and is 12.2% underutilized in minorities. Projected goals are designed to eliminate the minority underutilization as soon as possible.

During the past 12 months, 4 Caucasian females terminated; 2 Caucasian females and 1 Filipino female were hired; 4 Caucasian females were promoted; and 1 Caucasian female was transferred. Two Caucasian females received supplemental assignments and supplemental salaries. Net turnover in this category is 1.

SKILLED CRAFTS WORKERS

The Skilled Crafts Workers category comprises 4.9% of Daly City's work force. Minority utilization in this category is 16.7% and female utilization is 5.5%. A comparison of the City's work force with Standard Metropolitan Statistical Area figures indicates that the City's work force has a 12.2% minority underutilization, and a 32.5% female underutilization. Every good faith effort will be put forth to recruit qualified minorities and females.

During the past 12 months, 1 male American Indian terminated in this category. There were no new hires, promotions or transfers.

SERVICE AND MAINTENANCE

The Service and Maintenance category comprises 17.3% of the City's work force. Minority utilization in this category is 31.7%. There is currently no female utilization in this category. A comparison of the City's work force with Standard Metropolitan Statistical Area figures indicates that Daly City has reached full parity in utilization of minorities in the Service and Maintenance category. Every good faith effort will be made to recruit qualified females in this category.

During the last 12 months, 5 Caucasian males, 2 Black males and 1 Spanish male were hired. There were 5 terminations; 4 Caucasian males and 1 Spanish male. Six Caucasian males were promoted, through Civil Service procedures, and 1 Caucasian male transferred to another division. Net turnover is 3.

WORK FORCE ANALYSIS

July 1, 1976

FULL TIME, PERMANENT EMPLOYEES

EEO Job Category	Total Employees M F	Total All Races C B AA F SS AI O	Total Male All Races C B AA F SS AI O	Total Female All Races C B AA F SS AI O	Salary Range Per Month
A. Officials & Administrators					
City Manager	1	1	1		3234
Assistant City Manager	1	1	1		2350
Asst. to the City Manager	1	1	1		1980
City Librarian	1	1	1		2350
City Engineer	1	1	1		2450
Dir. Rec.Parks & Maint.	1	1	1		2450
Director, Comm. Development	1	1	1		2200
Police Chief	1	1	1		2550/L59/E59
Assistant Police Chief	1	1	1		2304/L54/E54
Fire Chief	1	1	1		2530/L58
Assistant Fire Chief	1	1	1		2200/L51
Recreation Superintendent	1	1	1		1722-1984
City Planner	1	1	1		1684-1936
Public Works Supervisor	1	1	1		1564-1804
Director of Finance	1	1	1		2450
Asst. Director of Finance	1	1	1		1684-1936
Water Superintendent	1	1	1		1605-1849
Assistant City Engineer	1	1	1		1849-2132
Administrative Secretary	1	1	1	1	1267-1460
			21		

WORK FORCE ANALYSIS

July 1, 1976

FULL TIME, PERMANENT EMPLOYEES

[illegible]

WORK FORCE ANALYSIS

July 1, 1976

FULL TIME, PERMANENT EMPLOYEES

[illegible]

WORK FORCE ANALYSIS

July 1, 1976

FULL TIME, PERMANENT EMPLOYEES

[illegible]

WORK FORCE ANALYSIS

July 1, 1976

FULL TIME, PERMANENT EMPLOYEES

[illegible]

WORK FORCE ANALYSIS

July 1, 1976

FULL TIME, PERMANENT EMPLOYEES

[illegible]

FULL TIME, PERMANENT EMPLOYEES

EEC Job Category	Total Employees		Total All Races							Total Male All Races							Total Female All Races							Salary Range Per Month
	M	F	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	
F. Office & Clerical																								
Typist Clerk I		9	6	1			1	1									6	1			1	1		729-843
Typist Clerk II		11	7		1	2	1										7		1	2	1			801-922
Typist Clerk III		2	1						1								1						1	858-983
Police Dispatcher	7	1	8							7							1							963-1144
Pol. Disp./ Records Supvr.	1		1							1														963-1144/90
Personnel Secretary		1	1														1							919-1056
Library Asst. II		13	12				1										12				1			801-922
Secretary II		1	1														1							843-963
Secretary III		3	3														3							964-1102
Account Clerk I		5	3			1			1								3			1			1	801-922
Account Clerk II		3	3														3							858-983
Legal Secretary		1	1														1							1006-1160
Sec. III/Deputy City Clerk		1	1														1							964-1102/195
Acct. Clerk/Dept.City Treas.		1	1														1							858-983/ 50
Typist Clerk II/Conf.Sec.		1	1														1							801-922/65
Staff Secretary		1	1														1							801-922
Fire Dispatcher	3		3							3														924-1082
Acct. Clerk II/Adm.Asst. Finance		1	1														1							924-1082/50
Total	11	55	55	1	1	3	3	1	2	11							44	1	1	3	3	1	2	

WORK FORCE ANALYSIS

July 14, 1976

FULL TIME, PERMANENT EMPLOYEES

[illegible]

WORK FORCE ANALYSIS

July 14, 1976

FULL TIME, PERMANENT EMPLOYEES

[illegible]

WORK FORCE ANALYSIS

July 1, 1976

Permanent, Part-Time Employees

[illegible]

WORK FORCE ANALYSIS

July 1, 1976

TEMPORARY & RECURRENT EMPLOYEES

EEO Job Category	Total Employees M F	Total All Races C B AA.F SS AI O	Total Male All Races C B AA F SS AI O	Total Female All Races C B AA F SS AI O	Salary Range Per Month
C. TECHNICIANS					
Electrician-Inspector	1	1	1		1361-1564
D. PROTECTIVE SERVICE WKRS.					
Crossing Guard	37 7	32 2 2 7 1	27 1 2 6 1	5 1 1	3.17
E. PARAPROFESSIONALS					
Police Cadet	5	5	5		3.44
Planning Intern	1	1	1		843-963
Recreation Leader	80 32	90 9 6 7	63 7 3 7	27 2 3	3.53-4.12
Locker Room Attendant	6 3	8 1	6	2 1	2.21-2.57
Senior Life Guard	3 1	4	3	1	4.41-5.10
Life Guard	6 5	11	6	5	3.03-3.51
Revenue Sharing Aide	3 1	1 3	3	1	2.21-2.57
Pool Cashier	3	2 1		2 1	2.48-2.87
TOTAL	104 45	122 12 6 9	84 10 3 7	38 2 3 2	
F. OFFICE & CLERICAL					
Delivery Clerk	1 1	2	1	1	2.82-3.27
			31		

WORK FORCE ANALYSIS

July 1, 1976

TEMPORARY & RECURRENT EMPLOYEES

[illegible]

[illegible]

WORK FORCE ANALYSIS

July 1, 1976

CETA Employees

[illegible]

WORK FORCE ANALYSIS

July 1, 1976

CETA EMPLOYEES

EEO Job Category	Total Employees		Total All Races							Total Male All Races							Total Female All Races							Salary Range Per Month
	M	F	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	
E. Paraprofessionals (cont.)																								
Adm. Asst. (Amer. Indian Co.)	1							1							1									809
Adm. Asst. (Chamber of Commerce)	2		1		1					1		1												902
Adm. Asst. (SMC Housing)	1						1							1										963
Adm. Asst. (RPM)	1		1							1														963
- Police Asst. Trainee	1		1							1														630
Mgr. (Turnabout Store)	1			1							1													814
Neighborhood Worker Specialist	1						1							1										729
Asst. Office Suprv.		1	1														1							963
Community Organizer		1					1														1			959
Librarian/Teacher Aide		1	1														1							752
Teacher Aide(part time)		1		1														1						462
Adm. Asst. Trainee	1		1							1														902
Food Handler		1	1														1							752
TOTAL:	11	5	8	3	1		3	1		5	2	1		2	1		3	1			1			
F. Office & Clerical																								
Cafeteria Acct. Clerk	1							1							1									731

WORK FORCE ANALYSIS

July 1, 1976

CETA Employees

[illegible]

WORK FORCE ANALYSIS

July 1, 1976

CETA Employees. (Cont)

[illegible]

WORK FORCE ANALYSIS

July 1, 1976

Neighborhood Youth Corps Summer Aide Program

[illegible]

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

July 1, 1976

CITY MANAGER'S OFFICE

EEO4 Job Category	Total Employees		Total All Races							Total Male All Races							Total Female All Races							
	M	F	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	
Officials and Administrators																								
City Manager	1		1							1														
Assistant City Manager	1		1							1														
Assistant to City Manager	1		1							1														
Administrative Secretary		1	1														1							
City Librarian	1		1							1														
City Engineer	1		1							1														
Dir. of Rec. Pks & Maint.	1		1							1														
Dir of Community Devlpmt.	1		1							1														
Chief of Police	1		1							1														
Fire Chief	1		1							1														
Director of Finance	1		1							1														
Community Serv. Cntr Supv.		1					1														1			
Assistant Personnel Officer		1	1														1							
Office & Clerical																								
Typist Clerk II		1	1														1							
TOTAL (14)	10	4	13				1			10							3				1			

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

July 1, 1976

CITY MANAGER

[illegible]

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

July 1, 1976

PERSONNEL OFFICE

EEO Job Category	Total Employees		Total All Races							Total Male All Races							Total Female All Races						
	M	F	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O
Officials & Administrators																							
Assistant Personnel Officer		1	1														1						
Office & Clerical																							
Personnel Secretary		1	1														1						
Total (2)		2	2														2						
Percent Utilization		100%	100%														100%						
Ultimate Goals: Female		38%																					
Caucasian: 27.7%																							
Black : 4.0%																							
Spanish: 3.7%																							
Other: 2.6%																							
Ultimate Goals: Minority		28.9%																					
Black: 10.6%																							
Asian: 4.1%																							
Spanish: 11.7%																							
Other: 2.5%																							
*12 month projections																							

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

July 1, 1976

COMMUNITY SERVICE CENTER

[illegible]

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

July 1, 1976

City Clerk's Office

[illegible]

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

DEPARTMENT OF COMMUNITY DEVELOPMENT

July 1, 1976

[illegible]

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

July 1, 1976

[illegible]

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

FINANCE DEPT. (Page 1 of 2 pages)

July 1, 1976

[illegible]

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

FINANCE DEPT. (Page 2 of 2-pages)

July 1, 1976

[illegible]

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

RECREATION, PARKS & MAINTENANCE Page 1 of 2 pages

July 1, 1976

[illegible]

RECREATION, PARKS & MAINTENANCE Page 2 of 2 pages

RECREATION, PARKS & MAINTENANCE Page 2 of 2 pages

[illegible]

July 1, 1976

PUBLIC WORKS DEPARTMENT (Page 1 of 3 pages)

[illegible]

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

PUBLIC WORKS DEPARTMENT (Page 2 of 3 pages)

July 1, 1976

[illegible]

CURRENT DEPARTMENTAL UTILIZATION LEVELS AND PROJECTED WORKFORCE COMPOSITION

PUBLIC WORKS DEPARTMENT (Page 3 of 3 pages)

July 1, 1976

[illegible]

POLICE DEPARTMENT (page 1 of 2 pages)

[illegible]

POLICE DEPARTMENT (page 2 of 2 pages)

July 1, 1976

[illegible]

FIRE DEPARTMENT (page 1 of 2 pages)

FIRE DEPARTMENT (page 1 of 2 pages)

[illegible]

FIRE DEPARTMENT (Page 2 of 2 pages)

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - MINORITY

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - MINORITY

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - MINORITY

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - MINORITY

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - MINORITY

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - MINORITY

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - MINORITY

July 1, 1976

EEO JOB CATEGORY	TOTAL EMPL.	TOTAL EMPL.		TOTAL EMPLOYEES							CITY % UTILIZATION MINORITY							% UNDER-UTILIZATION MINORITY			
		M	F	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	C	B	SS	OTHER
F. Office & Clerical																					
Typist Clerk I	9		9	6	1			1	1		67	11			11	11		-	-	-	-
Typist Clerk II	11		11	7		1	2	1			64		9	18	9			-	3.3	-	-
Typist Clerk III	2		2	1						1	50						50	-	3.3	2.0	-
Police Dispatcher	8	7	1	8							100							-	3.3	2.0	1.0
Police Dispatcher/Records Supvr	1	1		1							100							-	3.3	2.0	1.0
Personnel Secretary	1		1															-	3.3	2.0	1.0
Library Assistant II	13		13	12				1			92				8			-	3.3	-	1.0
Secretary II	1		1	1							100							-	3.3	2.0	1.0
Secretary III	3		3	3							100							-	3.3	2.0	1.0
Account Clerk I	5		5	3			1			1	60			20			20	-	3.3	2.0	-
Account Clerk II	3		3	3							100							-	3.3	2.0	1.0
Legal Secretary	1		1	1							100							-	3.3	2.0	1.0
Secretary III/Dept.City Clerk	1		1	1							100							-	3.3	2.0	1.0
Account Clerk II/Dep.City Treas.	1		1	1							100							-	3.3	2.0	1.0
Typist Clerk II/Conf. Sec.	1		1	1							100							-	3.3	2.0	1.0
Staff Secretary	1		1	1							100							-	3.3	2.0	1.0
Fire Dispatcher	3	3		3							100							-	3.3	2.0	1.0
Account Clerk II/Adm. Asst.Fin.	1		1	1							100							-	3.3	2.0	1.0
Total	66	11	55	55	1	1	3	3	1	2											

AVAILABILITY ANALYSIS - MINORITY

July 1, 1976

EEO JOB CATEGORY	TOTAL EMPL.	TOTAL EMPL.		TOTAL EMPLOYEES							CITY % UTILIZATION MINORITY							% UNDER-UTILIZATION MINORITY			
		M	F	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	C	B	SS	OTHER
G. Skilled Crafts Workers																					
Engineering Aide II	1		1	1							100							-	2.2	2.2	.6
Water Operator	4	4		4							100							-	2.2	2.2	.6
Water Meter Repair Worker	1	1						1							100			11.8	2.2	-	.6
Jr. Engineering Technician	1	1					1							100				11.8	2.2	2.2	-
Water Maintenance Leader	1	1		1							100							-	2.2	2.2	.6
Mechanic	4	4		4							100							-	2.2	2.2	.6
Street Foreman	1	1		1							100							-	2.2	2.2	.6
Central Service Supervisor	1	1		1							100							-	2.2	2.2	.6
Central Service Technician	1	2		1		1					50		50					-	2.2	2.2	-
Water Maintenance Foreman	1	1		1							100							-	2.2	2.2	.6
Sr. Bldg. Maintenance Worker																					
Chief Mechanic	1	1		1							100							-	2.2	2.2	.6
Total	17	17		15		1	1	1													

AVAILABILITY ANALYSIS - MINORITY

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - FEMALE

July 1, 1976

EEO JOB CATEGORY	TOTAL EMPL.	TOTAL EMPLOYEES		TOTAL FEMALES BY RACE							CITY % UTILIZATION FEMALE							% UNDER-UTILIZATION FEMALE			
		M	F	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	C	B	SS	OTHER
A. Officials & Administrators																					
City Manager	1	1																10.8	1.3	.9	.6
Assistant City Manager	1	1																10.8	1.3	.9	.6
Assistant to the City Manager	1	1																10.8	1.3	.9	.6
City Librarian	1	1																10.8	1.3	.9	.6
City Engineer	1	1																10.8	1.3	.9	.6
Dir., Rec.Parks & Maintenance	1	1																10.8	1.3	.9	.6
Director Community Development	1	1																10.8	1.3	.9	.6
Police Chief	1	1																10.8	1.3	.9	.6
Assistant Police Chief	1	1																10.8	1.3	.9	.6
Fire Chief	1	1																10.8	1.3	.9	.6
Assistant Fire Chief	1	1																10.8	1.3	.9	.6
Recreation Superintendent	1	1																10.8	1.3	.9	.6
City Planner	1	1																10.8	1.3	.9	.6
Public Works Supervisor	1	1																10.8	1.3	.9	.6
Director of Finance	1	1																10.8	1.3	.9	.6
Assistant Director of Finance	1	1																10.8	1.3	.9	.6
Water Superintendent	1	1																10.8	1.3	.9	.6
Assistant City Engineer	1	1																10.8	1.3	.9	.6

AVAILABILITY ANALYSIS - FEMALE

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - FEMALE

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - FEMALE

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - FEMALE

July 1, 1976

[illegible]

AVAILABILITY ANALYSIS - FEMALE

July 1, 1976

[illegible]



AVAILABILITY ANALYSIS - FEMALE

July 1, 1976

[illegible]



AVAILABILITY ANALYSIS - FEMALE

July 1, 1976

EEO JOB CATEGORY	TOTAL EMPL.	TOTAL EMPLOYEES		TOTAL FEMALES BY RACE							CITY % UTILIZATION FEMALE							% UNDER-UTILIZATION FEMALE			
		M	F	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	C	B	SS	OTHER
G. Skilled Crafts Workers																					
Engineering Aide II	1		1	1							100							-	.2	.3	.2
Water Operator	4	4																1.3	.2	.3	.2
Water Meter Repair Worker	1	1																1.3	.2	.3	.2
Jr. Engineering Technician	1	1																1.3	.2	.3	.2
Water Maintenance Leader	1	1																1.3	.2	.3	.2
Mechanic	4	4																1.3	.2	.3	.2
Street Foreman	1	1																1.3	.2	.3	.2
Central Service Supervisor	1	1																1.3	.2	.3	.2
Central Service Technician	2	2																1.3	.2	.3	.2
Water Maintenance Foreman	1	1																1.3	.2	.3	.2
Chief Mechanic	1	1																1.3	.2	.3	.2
Total	18	17	1	1																	

AVAILABILITY ANALYSIS - FEMALE

July 1, 1976

EEO JOB CATEGORY	TOTAL EMPL.	TOTAL EMPLOYEES		TOTAL FEMALES BY RACE							CITY % UTILIZATION FEMALE							% UNDER-UTILIZATION FEMALE			
		M	F	C	B	AA	F	SS	AI	O	C	B	AA	F	SS	AI	O	C	B	SS	OTHER
H. Service Maintenance																					
Groundskeeper-Gardener	7	7																.7	.3	.2	.03
Utility Worker	19	19																.7	.3	.2	.03
Lead Groundskeeper-Gardener	1	1																.7	.3	.2	.03
Street Maintenance Worker	8	8																.7	.3	.2	.03
Equipment Operator	3	3																.7	.3	.2	.03
Custodian	7	7																.7	.3	.2	.03
Meter Reader	3	3																.7	.3	.2	.03
Street Painter	1	1																.7	.3	.2	.03
Water Maintenance Worker	8	8																.7	.3	.2	.03
Bldg. Maintenance Worker	3	3																.7	.3	.2	.03
Street & Maintenance Painter	1	1																.7	.3	.2	.03
Garage Technician	1	1																.7	.3	.2	.03
Mechanic Helper	1	1																.7	.3	.2	.03
Total	63	63																			

5 YEAR GOALS AND TABLES-MINORITIES

Effective 7/1/76

EEO JOB CATEGORY	TOTAL EMPLS	% MINORITY				NUMERICAL GOALS				ANNUAL % GOALS				ULTIMATE GOALS			
		B	SS	AA	O	B	SS	AA	O	B	SS	AA	O	B	SS	AA	O
OFFICIALS AND ADMINISTRATORS	26		3.8			3	2	1	1	2.1	2.3	.8	.5	10.6	11.7	4.1	2.5
PROFESSIONALS	44		4.5	4.5	4.5	5	3			2.1	2.3	.8	.5	10.6	11.7	4.1	2.5
TECHNICIANS	27	3.7	3.7	3.7	7.4	2	2			2.1	2.3	.8	.5	10.6	11.7	4.1	2.5
PROTECTIVE SERVICE WORKERS	115		4.3		2.6	12	8	5		2.1	2.3	.8	.5	10.6	11.7	4.1	2.5
PARAPROFESSIONALS	5	20.0	20.0					1	1	2.1	2.3	.8	.5	10.6	11.7	4.1	2.5
OFFICE AND CLERICAL	66	1.5	4.5	1.5	9.1	6	5	2		2.1	2.3	.8	.5	10.6	11.7	4.1	2.5
SKILLED CRAFTS WORKERS	18		5.5	5.5	5.5	2	1			2.1	2.3	.8	.5	10.6	11.7	4.1	2.5
SERVICE AND MAINTENANCE	63	7.9	14.3	1.6	7.9	2		2		2.1	2.3	.8	.5	10.6	11.7	4.1	2.5
PROJECTED WORK FORCE COMPOSITION	364	2.2	6.3	1.6	4.7	31	20	7		2.1	2.3	.8	.5	10.6	11.7	4.1	2.5

5 YEAR GOALS AND TIMETABLES - FEMALES

Effective 7/1/76

EEO JOB CATEGORY	TOTAL EMPLS		% FEMALES BY RACE					NUMERICAL GOALS					ANNUAL % GOALS					ULTIMATE GOALS				
	M	F	C	B	SS	O		C	B	SS	O		C	B	SS	O		C	B	SS	O	
OFFICIALS AND ADMINISTRATORS	23	3	7.7		3.8			5	1		1		5.5	.8	.7	.5		27.7	4.0	3.7	2.6	
PROFESSIONALS	37	7	13.7			2.3		6	2	2			5.5	.8	.7	.5		27.7	4.0	3.7	2.6	
TECHNICIANS	27							7	1	1	1		5.5	.8	.7	.5		27.7	4.0	3.7	2.6	
PROTECTIVE SERVICE WORKERS	115							32	5	4	3		5.5	.8	.7	.5		27.7	4.0	3.7	2.6	
PARA-PROFESSIONALS	3	2	20		20				1		1		5.5	.8	.7	.5		27.7	4.0	3.7	2.6	
OFFICE AND CLERICAL	11	55	66.2	1.5	4.5	10.6			2				5.5	.8	.7	.5		27.7	4.0	3.7	2.6	
SKILLED CRAFTS WORKERS	17	1	5.5					4	1	1	1		5.5	.8	.7	.5		27.7	4.0	3.7	2.6	
SERVICE AND MAINT.	63							17	3	2	2		5.5	.8	.7	.5		27.7	4.0	3.7	2.6	
PROJECTED WORKFORCE COMPOSITION	296	68	14.8	.3	1.4	2.5		47	14	8	-		5.5	.8	.7	.5		27.7	4.0	3.7	2.6	

TWELVE MONTH PROJECTIONS

Twelve month projections are based upon employee turnover which occurred in the last twelve months, estimated retirement dates, and newly budgeted positions. In accordance with the City of Daly City's affirmative action efforts, the following represent projected openings for the period of July, 1976 to July, 1977.

OFFICIALS AND ADMINISTRATORS CATEGORY

No projected openings.

PROFESSIONALS CATEGORY

10 projected openings:

- 3 Fire Lieutenants
- 1 Fire Captain
- 3 Police Captains
- 1 Police Lieutenant
- 1 Traffic Engineer
- 1 Civil Engineer II

TECHNICIANS CATEGORY

No projected openings.

PROTECTIVE SERVICE WORKERS CATEGORY

13 projected openings:

- 10 Police Officers
- 3 Firefighters

PARAPROFESSIONALS CATEGORY

2 projected openings:

- 1 Community Center Coordinator
- 1 Tennis/Recreation Specialist

OFFICE & CLERICAL CATEGORY

5 projected openings:

- 1 Secretary III
- 1 Cashier
- 1 Typist Clerk I
- 2 Account Clerk I

SKILLED CRAFTS WORKERS CATEGORY

1 Senior Building Maintenance Worker

SERVICE AND MAINTENANCE WORKERS CATEGORY

6 projected openings:

- 1 Utility Worker
- 1 Custodial Leader
- 1 Street Sweeper Operator
- 1 Customer Service Representative
- 1 Water Operator
- 1 Water Maintenance Worker

TOTAL PROJECTED OPENINGS JULY, 1976 to JULY, 1977: 37

PROJECTED RECRUITMENT LEVEL OF FEMALES, 38%: 14

PROJECTED RECRUITMENT LEVEL OF ETHNIC MINORITIES, 28.9%: 11

REQUIRED CONTENTS OF AFFIRMATIVE ACTION PROGRAM

Section 60-2.11 -- Executive Order 11246

ITEM 1

Requirements: Identify ethnic minority population of labor area surrounding the facility.

Data: Table II presents the total ethnic minority population of Bay Area Standard Metropolitan Statistical Area.

TABLE II

Ethnic Minority Population - Bay Area S.M.S.A.

<u>Ethnic Minority Group</u>	<u>Population</u>	<u>Percent Total Population</u>
Total	3,109,519	100%
Caucasian	2,210,909	71.1%
Black	330,107	10.6%
American Indian	12,011	.4%
Asian American	126,869	4.1%
Filipino	44,056	1.4%
Spanish American	363,893	11.7%
Other Races	21,674	.7%
Total Ethnic Minority Population:	898,610	28.9%

Source: State of California
Employment Development Department
November, 1975

ITEM 2

Requirements: Identify size of the ethnic minority unemployment force in the labor area surrounding the facility.

Data: Table III presents census data reporting unemployed ethnic minorities in the Bay Area S.M.S.A.

TABLE III

<u>Ethnic Minority Group</u>	<u>Unemployed</u>	<u>Percent Ethnic Minority Labor Force</u>
Black	11,167	3.0%
Spanish American	7,674	2.1%
Other Races	2,583	.7%

Total Minority Labor Force: 366,318

Source: State of California
Employment Development Department
November, 1975

ITEM 3

Requirements: Identify percentage ethnic minority work force and compare with total work force in the immediate area.

Data: Table IV presents census data for Bay Area S.M.S.A. comparing ethnic minority labor force with total labor force.

TABLE IV

Comparison Ethnic Minority Labor Force/Total Labor Force

<u>Ethnic Minority Group</u>	<u>Ethnic Minority Labor Force</u>	<u>Percent Total Labor Force</u>
Black	130,128	9.4%
Spanish American	146,213	10.6%
Other Races	89,977	6.5%

Total Labor Force: 1,381,504

Source: State of California
Employment Development Department
November, 1975

ITEM 4

Requirement: Identify the general availability of ethnic minorities having requisite skills in the immediate labor area.

Data: Table V presents census data regarding availability of ethnic minorities in the Bay Area S.M.S.A. labor force who are available for work and have requisite skills, by EEO category.

TABLE V

Availability of Ethnic Minority Labor Force Possessing Requisite Skills,
by EEO Category

<u>Occupation</u>	<u>Caucasian</u>	<u>Black</u>	<u>Spanish American</u>	<u>Other</u>
Professional, Managerial Technical	7,554 (11.9%)	745 (1.2%)	628 (1.0%)	429 (.7%)
Sales Workers	3,894 (6.1%)	429 (.7%)	422 (.7%)	185 (.3%)
Clerical Workers	9,910 (15.6%)	2,105 (3.3%)	1,246 (2.0%)	661 (1.0%)
Craft Workers	7,534 (11.8%)	1,383 (2.2%)	1,422 (2.2%)	354 (.6%)
Operatives	7,217 (11.3%)	2,588 (4.1%)	2,648 (4.2%)	790 (1.2%)
Laborers	3,092 (4.9%)	1,470 (2.3%)	957 (1.5%)	176 (0.3%)
Service Workers	5,833 (9.2%)	2,344 (3.7%)	1,273 (2.0%)	875 (1.4%)
Total Unemployed Labor Force	63,680			

Source: State of California
Employment Development Department
November, 1975

ITEM 5

Requirement: Identify the availability of ethnic minorities having requisite skills in an area in which the City can reasonably recruit.

Data: The City of Daly City is located within San Mateo County.
Recruiting is carried out in the Bay Area.

ITEM 6

Requirement: Identify availability of promotable and transferable ethnic minorities within the City's organization.

Promotions:

Promotions in the Classified Service are based upon competitive examination and records of efficiency, character, conduct or any other generally accepted qualification deemed necessary or reliable in obtaining a passing grade. Any qualified employee in the City may apply for a promotional examination. Promotability of such person is based upon the aforementioned factors, and irrespective of race, religion, national origin, age, sex, ancestry, color, sexual preference, religious creed, physical or mental handicap which does not adversely affect job performance.

Transfers

An employee holding a Classified position may temporarily be assigned the duties of another position for a period not to exceed six months in any one fiscal year. No person shall be transferred to a position for which he or she does not possess the minimum qualifications.

ITEM 7 & 8

Requirement: Identify the existence of training institutions capable of training persons in necessary requisite skills by job group, and indicate the degree of training which the City is reasonably able to undertake as a means of making all job groups available to ethnic minorities.

Data: The next 43 pages contain information relative to (1) general training programs, (2) training institutions utilized by the City of Daly City, and (3) training summaries by department.

Training Programs

The following training programs are carried out in a number of functional areas, and typically involve employee participation from a number of departments.

CETA Program

The City of Daly City applied for and received Federal funds in October, 1974 to initiate a local employment program designed to employ unemployed or underemployed Daly City residents, under the Comprehensive Employment and Training Act. After employment of CETA employees by Daly City, in accordance with the program guidelines, the City attempts to train and ready CETA employees for full time employment. The City of Daly City currently employs 68 CETA employees. 33 CETA employees have been transitioned into permanent employment positions.

Affirmative Action Trainee Program

In accordance with its Equal Employment Policy, formally adopted by the City Council in 1973, the City of Daly City established a trainee program consisting of eight 18 month tenure positions:

- Account Clerk Trainee
- Administrative Trainee
- Engineering Aide Trainee
- Garage Technician Trainee
- Library Assistant Trainee
- Utility Worker Trainee
- Custodian Trainee
- Typist Clerk Trainee

The intent of this program is to hire and promote ethnic minorities, females and financially disadvantaged persons. The trainees are given on-the-job training and are given sample Civil Service examinations periodically, to ready them for entrance in the Civil Service System. A summary of movement in this group follows:

INITIAL 8 AFFIRMATIVE ACTION EMPLOYEES

Name	Initial Date of Hire	Position	Department	Salary
Yolande Keys*	8/13/73	Typist Clerk Trainee	Personnel	380/month
Mike Hara*	8/6/73	Utility Worker Trainee	Electrical Div.	478/month
Helen Flowerday*	9/4/73	Account Clerk Trainee	Finance	427/month
Jose Aguilar	9/11/73	Administrative Trainee	City Manager	630/month
Lolita Laxamana	8/13/73	Library Asst. Trainee	Library	380/month
Ricardo Quezada	8/16/73	Garage Technician Trainee	Motor Vehicle	503/month
Michael Simmons*	7/19/73	Engineering Aid Trainee	Engineer Div.	490/month
Peter Marcos**	8/16/73	Custodian Trainee	Maintenance	478/month

*Promoted with City Organization

** Resigned to accept higher paying job in private industry March 15, 1974.

Replacement Affirmative Action Employees

Mireya Ordenana	3/18/74	Typist Clerk Trainee	Personnel	380/month
Lori Benton	9/1/74	Typist Clerk Trainee	Personnel	409/month
Elaine Kimoto	1/19/76	Typist Clerk Trainee	Personnel	445/month
Paul LaMark	2/19/74	Utility Worker Trainee	Elec. Div.	478/month
Daniel Hernandez	12/16/75	Utility Worker Trainee	Elec. Div.	559/month
Kathy Murthi	10/1/74	Account Clerk Trainee	Finance	459/month
Miriam Randolph	1/12/76	Account Clerk Trainee	Finance	500/month
Miriam Gholikely *	1/27/75	Administrative Trainee	City Manager	677/month
Andre Keys	11/1/74	Custodian Trainee	Maintenance	514/month
Joe Gasmena	3/11/75	Garage Tech. Trainee	Motor Vehicle	541/month
David Milburn**	1/26/76	Garage Tech. Trainee	Motor Vehicle	589/month

AFFIRMATIVE ACTION EMPLOYEES (cont'd)

PROMOTIONS/SEPARATIONS

1. Yolande Keys: Promoted to Typist Clerk I, on January 21, 1974, at \$586/month. Works at Community Service Center.
2. Mike Hara: Promoted to Utility Worker, by examination and selection from Civil Service Employment List on December 16, 1973, at \$722/month. Works in Public Works Department, Water Division.
3. Peter Marcos: Resigned on March 15, 1974, to accept a higher paying job with a private employer.
4. Helen Flowerday: Promoted to Typist Clerk I, by examination and selection from Civil Service Employment List on July 1, 1974 at \$630/month. Works in Police Department.
5. Michael Simmons: Terminated on January 19, 1975. Is attending Hayward State University. Presently works part time as a Recreation Leader for the City of Daly City.
6. Paul LaMark: Terminated on August 18, 1975. He will be looking for permanent employment in the City and in private enterprise.
7. Ricardo Quezada: Terminated on February 16, 1975.
8. Jose Aguilar: Resigned before his 18 month period ended to attend USF Law School. Received excellent administrative experience in the City Manager's Office.
9. Lolita Laxamana: Terminated on February 13, 1975. Has since found employment in private enterprise.
10. Mireya Ordenana: Resigned May 17, 1974. Went back to school to study as a Medical Technician.
11. Lori Benton: Resigned 1/7/76 to accept employment with the Federal Government.
12. Paul LaMark: Terminated on 8/18/75.
13. Kathy Murthi: Resigned 12/19/75 to accept employment in private industry.
14. Miriam Gholikely: Promoted to Community Service Representative on July 12, 1976. Works at Community Service Center.
15. Andre Keys: Terminated on 4/30/76.
16. Joe Gasmena: Terminated on 7/15/75.
17. David Milburn: Resigned on 6/25/76 to accept employment in private industry.
18. Miriam Randolph*: Accepted temporary position as Cashier with City of Daly City. on 7/1/76.

Neighborhood Youth Corps

Each summer, the City of Daly City employs approximately 50 financially disadvantaged females and ethnic minorities between the ages of 16 and 21, for summer work with the City. NYC employees are put to work in various City Departments. It is the intent of the City of Daly City to give NYC employees exposure to City Government and practical on-the-job work experience within City Departments.

Safety Committee

The City of Daly City has a formal Safety Committee, comprised of a representative from each Department. The prime objective of the Safety Committee is to insure that safe working conditions exist for all City employees. Regular inspections of all City facilities are carried out by the Safety Inspection Committee. Monthly meetings of the Safety Committee are held and new laws and safety practices are reviewed. It is the responsibility of the Safety Committee to assist Department Heads and Supervisors in the continuing safety education of all City employees.

Safety programs currently in the process of development are Defensive Driving and First Aid Training for City employees.

Educational Pay

As an educational incentive, the City of Daly City grants educational pay increases under the following conditions:

Police Department

First step educational pay (2.5% of base salary) for awarding of POST Intermediate Certificate.

Second educational pay (2.5% of base salary) for awarding of POST Advanced Certificate.

Fire Department

First step educational pay (2.5% of base salary) for three years of employment with the Fire Department and having been awarded a 15 unit Fire Science Certificate from an accredited institution.

Second step educational pay (2.5% of base salary) for employees who have documented completion of a 30 unit Fire Science Certificate in an accredited Fire Science Program.

CITY OF DALY CITY
TRAINING INSTITUTIONS

Attorney General
American Red Cross
Associated Public Safety Communications Officers Association
American Society for Industrial Security & Peninsula Manufacturers Association
Boy Scouts of America
Citizens' Active Participation Through Utilization of Relevant Education (CAPTURE)
Criminal Justice Council
California Check Investigators Association
California Department of Education and Special Schools
California State University, Long Beach
California Polytechnic University, Pomona
California Probation & Correctional Association
California State Department of Health
California Highway Patrol
California Specialized Training Institute, San Luis Obispo
California Youth Authority
California State University, San Jose
California State University, Sacramento
Chabot
Compsych Systems, Inc.
College of Marin
College of the Redwoods, Eureka
College of San Mateo
College of San Mateo Basic Police Academy
California Law Enforcement Training Center
City College of San Francisco
Daly City Fire Department
Daly City Police Department
Department of Justice, Santa Barbara
Department of Justice, Broderick
Diablo Valley
Diamond National
Emergency Squad Training, Inc.
Fair Political Practices Commission
F.B.I. National Academy, Quantico
F.B.I. National Academy, California Chapter
Federal Bureau of Investigation
Fire Investigators' Academy
Fire Prevention Officers' Academy
Fire Prevention Officers Section of Northern California-Fire Chiefs Association
Fire Service Instructors' Academy
Foster City Police Department
Federal Bureau of Narcotics
Golden Gate University
GORMAC, Los Angeles
Inter-Governmental Management Development Institute (IMDI)
International Association of Chiefs of Police
International Juvenile Officers Association
John F. Kennedy University
Law Enforcement Training & Research Associates

League of California Cities
Law Enforcement Assistance Administration (L.E.A.A.)
Los Medanos
Modesto Junior College
Northern California Criminal Justice Training Center
National Homicide Institute
Optimum Systems, Inc. (OSI)
Pyramids Alternative, Inc.
Professional Protection Consultants
Regional Criminal Justice Training Center, Modesto
San Bruno Police Department
San Mateo County
San Mateo County Coroner
San Mateo County Fire Prevention Officers Association
San Mateo County Fire Training and Film Library
San Mateo County Social Services
San Mateo County Probation Department
San Mateo County Health & Welfare
San Mateo Police Department
San Jose State University
San Francisco Police Department
Skyline College
San Joaquin Delta College
San Jose City College
San Francisco Airport Authority
San Francisco Police Academy
San Francisco State University
Stanford Research Institute
South San Francisco Fire Department
San Mateo County Training Officers Association
Scott Aviation Corporation
Suicide Prevention Center
Santa Rosa Junior College
Sonoma Junior College
State Narcotics
Toastmasters
U. S. Army
University of California, Berkeley
University of California Extension
University of Southern California
University of San Francisco
University of California, Humboldt
Xerox Corporation

TRAINING ACTIVITY SUMMARY

To: CITY MANAGER'S OFFICE

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period July, 1975 to July, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Municipal Govt. Admin. Practices	City Mgrs. Dept. LOCC; Conf	David R. Rowe	City Manager	3 days 2/18-20/76	\$250.00	O&A	C	M
Comm. Dev. Policy	LOCC; Community Development Task Force	David R. Rowe	City Manager	1 day 7/14/76	7.50	O&A	C	M
Municipal Insurance Seminar	LOCC City of Santa Monica	David R. Rowe	City Manager	10 hours	\$75.00	O&A	C	M
Municipal Govt Policy Development	LOCC Annual Conf.	David R. Rowe	City Manager	3 days 10/19-22/75	\$100.00	O&A	C	M
Municipal Govt. Administration Practices	Int'l. City Mgr. Assn	David R. Rowe	City Manager	4 days 9/29-10/2/75		O&A	C	M
Equal Opp. Emp. Law	ABA-NCSL Nat'l Conf	Raymond E. Letsinger	Asst. City Manager	2 days 11/10-11/75	\$140.00	O&A	C	M
Municipal Govt.	LOCC. Conf.	Raymond E. Letsinger	Asst. City	3 days 10/19-22/75	\$100.00	O&A	C	M

TRAINING ACTIVITY SUMMARY

To: CITY MANAGER'S OFFICEFrom: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period July, 1975 to July, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
						EEOC CAT.	RACE	SEX
Collective Bargaining in-Public Sector	USC-Sacto Campus	Ronald L. Mitchell	Asst. to the City Manager	2 days 4/27-28/76	100.00	O&A	C	M
Public Labor Relations	Calif. State University Hayward	Ronald L. Mitchell	Asst. to the City Manager	1 day 5/14/76	45.00	O&A	C	M
Perf. Evaluation System	USC-Sacto Campus	Steven C. Lowe	Asst. to the City Manager	2 days		O&A	C	M
* Sect. - Communication With Others	Comp-Sych	Lorraine D'Elia	Typist Clerk	1 day 8/6/74	65.00	O&C	C	F
* Ex/Admin. Secty/ Clerk Workshop	IMDI	Anne Dissing	Admin./Secty.	1 day 6/74		O&A	C	F
Labor Relations Seminar	League of Calif. Cities	Raymond E. Letsinger	Assistant City Manager	3 days 1/21/76- 1/23/76	200.00	O&A	C	M
* Were not listed previously								

TRAINING ACTIVITY SUMMARY

To: COMMUNITY SERVICE CENTER

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
						FEOC CAT.	RACE	SEX
Counseling Training	Gestalt Institute	Carol Goodman	Community Service Center Representative	February, '75 to Present	\$121	Para	SS	F

TRAINING ACTIVITY SUMMARY

To: Personnel Office

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
(PE OF TRAINING General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Labor Relations	League of Calif. Cities	Cindy Parma	Ass't. Pers. Officer	3 days	\$200	O&A	C	F

TRAINING ACTIVITY SUMMARY

To: DON FLEMING - Community Development

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

FOR PERSONNEL OFFICE
USE-DO NOT COMPLETE

EEOC
CAT, RACE SEX

O&A	C	M
PROF	C	F

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST
Residential Rehabili- tation	U. C. Extension	Don Fleming Betty Wheeler	Fundamentals- of Residential- Rehabilitation	5 Days	\$200.00 each

TRAINING ACTIVITY SUMMARY

To: ANNA OHLENDORF - City Clerk

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	PEOC CAT.	RACE	SEX
Election Campaign Filing Procedures	Fair Political Practices Commission	Anna Ohlendorf	City Clerk	4 hours	-	Elected	C	F
Conflict of Interest Filings	"	Anna Ohlendorf	City Clerk	4 hours	-	Elected	C	F
Secretary Institute Seminar	Executive Associates	Betty Buckley	Dpt. City Clerk	Full Day	90.00	O&C	C	F
"	"	Betty Mazza	Typist Clerk II	"	90.00	O&C	C	F

TRAINING ACTIVITY SUMMARY

To: ROBERT GREEN - Finance Dept.

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Accounting	Cal. State Hayward	Doris Rehe	Acct. Clerk II	4 hr. wk. (3 mo)	\$ 100*	O&C	C	F
"	"	Sylvia Friedman	"	"	"	O&C	C	F
"	"	Greta Cook	"	"	"	O&C	C	F
"	"	Helen Flowerday	Acct. Clerk I	"	"	O&C	C	F
"	"	Brenda Marubayashi	"	"	"	O&C	O	F
Financial Statements	In-house (Dir. of Fin.)	Mike Moon	Asst. Dir. Fin.	3 hours	None	O&A	C	M
"	"	Clod Pascual	Acct. Technician	"	"	TECH	FIL	M
"	"	Corum Chan	Pur. Agent	"	"	PROF	AA	M
"	"	Sylvia Friedman	Acct. Clerk II	"	"	O&C	C	F
"	"	Patricia Green	" " "	"	"	O&C	C	F
"	"	Doris Rehe	" " "	"	"	O&C	C	F
"	"	Margaret Cook	" " "	"	"	O&C	C	F
"	"	Brenda Marubayashi	" " I	"	"	O&C	O	F
"	"	Helen Flowerday	" " " "	"	"	O&C	C	F
Municipal Finance	CSMFO	Mike Moon	Asst. Dir. Fin.	1 day	None	O&A	C	M
"	"	Clod Pascual	Acct. Technician	"	"	TECH	FIL	M

*Plus City car

TRAINING ACTIVITY SUMMARY

To: LIBRARY DEPARTMENT

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEEC CAT.	RACE	SEX
SUPERVISION	IMDI	SAM CHANDLER	CITY LIBRARIAN	ONE DAY	\$30.00	O&A	C	M
SUPERVISION	IMDI	SHELIA CAVANOR	LIBRARIAN II	ONE DAY	30.00	PROF	C	F
SUPERVISION	IMDI	JANIE WATSON	LIBRARIAN I	ONE DAY	30.00	PROF	C	F
SUPERVISION	IMDI	DAVID GRIFFIN	LIBRARIAN I	ONE DAY	30.00	PROF	C	M
SUPERVISION	IMDI	ROSE MARIE KRAUS	LIBRARIAN II	ONE DAY	30.00	PROF	C	F
SUPERVISION	IMDI	JULIANA CHENG	LIBRARIAN I	ONE DAY	30.00	PROF	AA	F
SUPERVISION	IMDI	ADRIENNE SAVETNICK	LIBRARIAN II	ONE DAY	30.00	PROF	C	F
SUPERVISION	IMDI	JOHN SULLIVAN	LIBRARIAN III	ONE DAY	30.00	PROF	C	M
AUDIO VISUAL	PHOTO AND SOUND	JOHN SULLIVAN	LIBRARIAN III	ONE DAY	10.00	PROF	C	M
AUDIO VISUAL	PHOTO AND SOUND	JANIE WATSON	LIBRARIAN I	ONE DAY	10.00	PROF	C	F



TRAINING ACTIVITY SUMMARY

To: CHARLES VINCENT - RPM

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

FOR PERSONNEL OFFICE
USE-DO NOT COMPLETE

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Executive Development Program	University of Georgia	Katherine Bradshaw Chappelle	Recreation Supervisor	40 hr. course 2/8 - 13/76	-0- (APRS Scholarship)	PROF	C	F
Aquatic Management Symposium	National Life Guard Association - held in Sacramento	Charles G. Smithson	Recreation Supervisor	One day - 2/5/76	\$8.00	PROF	C	M
Horticulture Class	Skyline College	Charles G. Smithson	Recreation Supervisor	3½ mo. course 2/10 - 5/25/76	\$10.00	PROF	C	M
Exec./Adm. Secy/Ck. Seminar	Intergovernmental Management Development (I.M.D.A.)	Jeannette Heath	Secy. III	Two days - 1/29 & 2/5/76	\$70.00	O&C	C	F
Office Skills Workshop	Intergovernmental Management Development (I.M.D.A.)	Martha Olguin	Typist Ck. II	Two days - 1/12 & 15/76	\$70.00	O&C	C	F
Office Skills Workshop	Intergovernmental Management Development (I.M.D.A.)	Theresa Creighton	Typist Ck. II	Two days - 1/12 & 15/76	\$70.00	O&C	AA	F



TRAINING ACTIVITY SUMMARY

To: CHARLES VINCENT - RPM

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
						EEOC CAT.	RACE	SEX
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	David Figari	Park Foreman	One day - 1/28/76	-0-	O&A	C	M
Ground Cover Weed Control Field Day	University of Calif. Extension held at Half Moon Bay	David Figari	Park Foreman	One day - 6/30/76	-0-	O&A	C	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Alfred Banfield	Park Leadman	One day - 1/29/76	-0-	S&M	C	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Richard Agrimont	Groundsman- Gardener	One day - 1/28/76	-0-	S&M	C	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Robert Brizuela	Groundsman- Gardener	One day - 1/28/76	-0-	S&M	SS	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Matias Soldonia	Groundsman- Gardener	One day - 1/28/76	-0-	S&M	SS	M



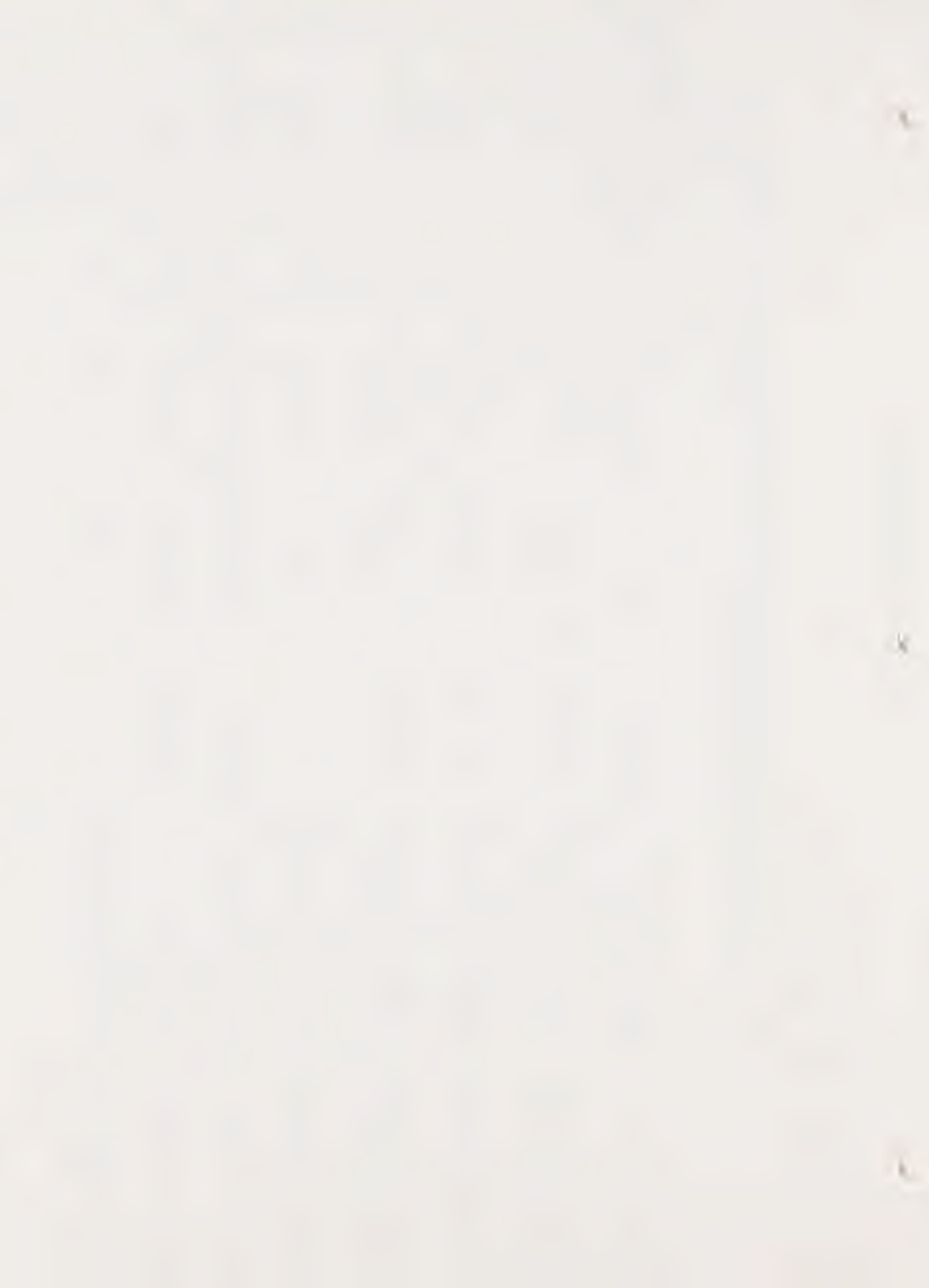
TRAINING ACTIVITY SUMMARY

To: CHARLES VINCENT - RPM

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
						EEOC CAT.	RACE	SEX
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Christopher Moore	Groundsman- Gardener	One day - 1/28/76	-0-	S&M	C	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	William Roser	Groundsman- Gardener	One day - 1/29/76	-0-	S&M	C	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Edward Rossi	Groundsman- Gardener	One day - 1/29/76	-0-	S&M	C	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	James Coulter	Utility Worker	One day - 1/29/76	-0-	S&M	C	M
Sprinkler Service Seminar	Automatic Rain Co.	Ronnie Goo	Groundsman-Gardener	One day - 2/24/76	-0-	S&M	O	M
Sprinkler Service Seminar	Automatic Rain Co.	Edward Rossi	Groundsman- Gardener	One day - 1/28/76	-0-	S&M	C	M
Northern Calif. Turf Grass & Environmental Landscape Expo.	Held at the San Mateo County Fairgrounds	Ronnie Goo	Groundsman- Gardener	One day - 1/29/76	-0-	S&M	O	M



TRAINING ACTIVITY SUMMARY

To: PUBLIC WORKS

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period JAN 1, 1976 to JULY 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Management Development	Intergovernmental Mgmt. Development Institute	Phyllis J. Ensrud	Secretary III	2 days	70.00	O&C	C	F
Secretarial Seminar	Batten, Batten, Hudson & Swab	Sharon Henderson	Typist Clerk III	1 day	55.00	O&C	O	F
		Josefina Rodriguez	Typist Clerk II	1 day	55.00	O&C	FIL	F
		Louise Sansoe	Typist Clerk I	1 day	55.00	O&C	AI	F
		Karen Knutsen	Typist Clerk I	1 day	55.00	O&C	C	F
Management Development	Intergovernmental Mgmt. Development Institute	H. Wiesner	Chief Electric.	10 days	1600.00 (total)	O&A	C	M
		R. Ensinger	Elect. Inspect.	10 days		TECH	C	M
		M. Sims	Pub. Wks. Supv.	10 days		O&A	C	M
		C. Mobley	Ass't. City Eng.	10 days		O&A	C	M
		H. McDonald	Water Supt.	10 days		O&A	C	M
		H. Tan	Civ. Eng. II	10 days		PROF	O	M
		N. Pezzola	Street Foreman	10 days		SCW	C	M
		H. Hettle	Wat. Main. Fore	10 days		SCW	C	M
		W. Chalmers	Wat. Maint Lead.	10 days		SCW	C	M
		A. Bender	Wat. Op. Fore.	10 days		TECH	C	M
		R. Smith	Ch. Bldg. Insp.	10 days		O&A	C	M



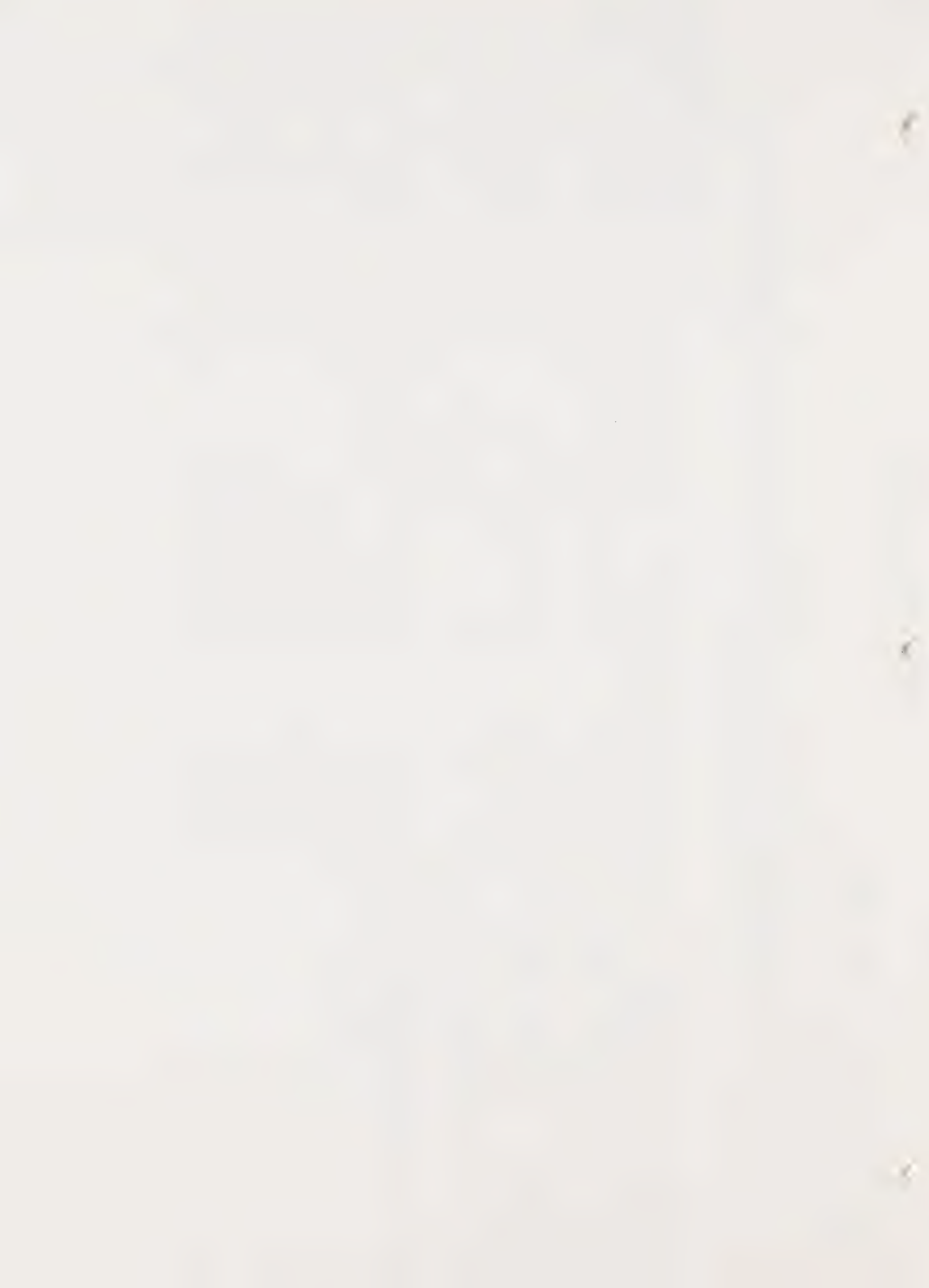
TRAINING ACTIVITY SUMMARY

To: DAVID MACABEE - Public Works

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
						EEOC CAT.	RACE	SEX
Supervisor Safety Training	San Mateo County Safety Council	Russ Brabec	Engineer Tech.	2 Days 6/10&11	\$40.00	TECH	C	M
FHWA Contract Administration	U. C. Ext. (via Calif. Dept. of Trans.)	C. F. Mobley	Asst. City Eng.	4 days	27.50	O&A	C	M
		Sharon Henderson	Typist Clerk III	1 day		O&C	O	F
Water Quality Work- shop	National Assn. of Region Councils Water Quality	C. F. Mobley	Asst. City Eng.	2 days	20.00	O&A	C	M
Sounds of Supervision	In-House Supervision Training Division Head's of Public Works with Cassettes	C. F. Mobley	Asst. City Eng.	One hr. per week for six weeks	45.00	O&A	C	M
		H. Tan	Civil Eng. II			PROF	O	M
		H. Weisner	Chief Elec.			O&A	C	M
		R. Ensinger	Elec. Insp.			TECH	C	M
		M. J. Sims	P W Supervisor			O&A	C	M
		H. R. McDoanald	Water Supt.			O&A	C	M
		N. Pezzloa	Street Foreman			SCW	C	M
		A. Bender	Water Oper. Fore.			TECH	C	M
		R. D. Smith	Chief Bldg. Insp.			O&A	C	M
		H. Hettle	Water Maint. Fore.			SCW	C	M
		W. Chalmers	Water Maint. Leader			SCW	C	M



TRAINING ACTIVITY SUMMARY

To: DAVID MACABLE - Public Works

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

FOR PERSONNEL OFFICE
USE-DO NOT COMPLETE

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Uniform Mechanical Code	College of San Mateo	Robert Smith	Chief Bldg. Insp.	51 hrs. eve.	\$10.00	Q&A	C	M
"	"	Carl Stendell	Building Insp.	"	10.00	TECH	C	M
Design and The Urban Environment	University of Calif. Ext. Div. Berkeley	Joseph Gerack	"	46 hrs. Sat.	95.00	TECH	C	M
Engineering, Seismic & Life Safety	American Society of Heat, Refrigeration & Air Condition Engineer Inc.	Mel Tafoya	Building Insp.	12 hrs. eve.	25.00	TECH	SS	M



TRAINING ACTIVITY SUMMARY

To: DAVID MACABEE - Public Works

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

FOR PERSONNEL OFFICE
USE-DO NOT COMPLETE

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Uniform Mechanical Code	San Mateo Jr. College	Byron M. Ensinger	Electrician Insp.	51 Hrs. One Semester	\$10.00	TECH	C	M
Toastmaster Club 1881	Westlake Library	Byron M. Ensinger	Electrician Insp.	36 Hrs. * for 6 mos.	18.00 Reg. 15.00 *	TECH	C	M



TRAINING ACTIVITY SUMMARY

To: DAVID MACABE - Public Works

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
						DEOC CAT.	RACE	SEX
VALVES	Cla-Val Service (Mike M. Hara	Utility Worker	two days	(Transporta	S&M	AA	M
	Training School (tion only)			
"	Holiday Inn Belmont(Stephen Molien	Maint. Worker	" "	\$8.80	S&M	C	M



TRAINING ACTIVITY SUMMARY

To: PUBLIC WORKS

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period JAN 1, 1976 to JULY 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

FOR PERSONNEL OFFICE
USE-DO NOT COMPLETE

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
DRIVER TRAINING	DALY CITY POLICE DEPT.	C. Stendell	Bldging Inspect		35.00	TECH	C	M
		W. Byrne	St. Main. Wkr.		35.00	S&M	C	M
		R. Ranson	St. Main. Wkr.		35.00	S&M	C	M
		F. Anderson	Water Operator		35.00	SCW	C	M
		A. Montenegro	Wat. Main. Wkr.		35.00	S&M	SS	M
		D. Hernandez	Utility Wkr Trnee		35.00	S&M	SS	M
		N. Pezzola	St. Fore.		35.00	SCW	C	M
		L. Farrell	Utility Worker		35.00	S&M	C	M
		R. Shaffer	Eng. Technician		35.00	TECH	C	M
		W. Cripps	Street Painter		35.00	S&M	C	M
		S. Simmons	Utility Worker		35.00	S&M	B	M
		H. McDonald	Water Supt.		35.00	O&A	C	M



TRAINING ACTIVITY SUMMARY

To: PUBLIC WORKS

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period JAN 1, 1976 to JULY 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
						EEOC CAT.	RACE	SEX
Monthly Safety Meeting	Daly City - Street Div.	J. Gerack	Bldg. Inspect.	1 meeting		C.Tech	C	M
		C. Stendell	Bldg. Inspect.	5 meetings		C.Tech	C	M
		R. Ensinger	Elect. Inspect.	1 meeting		C.Tech	C	M
		B. White	Elect. Tech.	5 meetings		C.Tech	B	M
		D. Hernandez	Ut. Wkr Trnee.	5 meetings		H.S-M	SS	M
		H. Tan	Civ. Eng. II	1 meeting		B.Prof	O	M
		R. Brabec	Eng. Tech.	1 meeting		C.Tech	C	M
		J. Ferrer	Eng. Tech	1 meeting		C.Tech	F	M
		L. Wong	Eng. Tech	2 meetings		C.Tech	AA	M
		T. Bulan	Jr. Eng. Aide	2 meetings		G.SCW	F	M
		M. Sims	Pub. Wks. Supv	5 meetings		A.O-A	C	M
		N. Pezzola	St. Fore	5 meetings		G.SCW	C	M
		J. Burman	Equip Opr.	4 meetings		H.S-M	C	M
		J. Pappas	Equip. Opr.	4 meetings		H.S-M	C	M
		D. Thomasson	Eng. Aide II	4 meetings		G.SCW	C	F
		H. Black	St. Maint. Wkr	3 meetings		H.S-M	C	M
		E. Bottarini	St. Maint. Wkr	4 meetings		H.S-M	C	M
		B. Byrne	St. Maint. Wkr	3 meetings		H.S-M	C	M
		B. Calvert	St. Maint. Wkr	5 meetings		H.S-M	C	M
		B. Gfroerer	St. Maint. Wkr	4 meetings		H.S-M	C	M
		P. Kelly	St. Maint. Wkr	5 meetings		H.S-M	C	M
		R. Ranson	St. Maint. Wkr	6 meetings		H.S-M	C	M
		P. Gallaher	St. Maint. Wkr	2 meetings		H.S-M	C	M
		J. Peterson	Utility Worker	6 meetings		H.S-M	C	M
		E. Lewis	Utility Worker	5 meetings		H.S-M	O	M
		S. Simmons	Utility Worker	6 meetings		H.S-M	B	M
		W. Cripps	Street Painter	6 meetings		H.S-M	C	M



TRAINING ACTIVITY SUMMARY

To: PUBLIC WORKS

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period JAN 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

FOR PERSONNEL OFFICE
USE-DO NOT COMPLETE

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Monthly Safety Meeting	Daly City - Street Div.	H. McDonald	Water Supt.	4 meetings		A.O-A	C	M
		A. Bender	Water Op. Fore.	5 meetings		C.Tech	C	M
		G. Saeger	Water Operator	1 meeting		G.SCW	C	M
		B. Chalmers	Wat. Maint Lead	1 meeting		G.SCW	C	M
		A. Bernard	Meter Repair	6 meetings		G.SCW	SS	M
		F. Davison	Wat. Maint. Wkr	6 meetings		H.S-M	C	M
		L. Farrell	Wat. Maint. Wkr	5 meetings		H.S-M	AI	M
		H. Krohn	Wat. Maint. Wkr	3 meetings		H.S-M	C	M
		S. Molien	Wat. Maint. Wkr	4 meetings		H.S-M	C	M

TRAINING ACTIVITY SUMMARY

To: DAVID MACABEE - Public Works

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
						EEOG CAT.	RACE	SEX
Concrete Inspection	University of Calif. San Jose	Russell Ranson Doris Thomasson Mike Sims	Main. Worker Engineer Aid 11 PW Supervisor	two four hrs. classes Friday night and Sat. morning	\$115.00	S&M SCW O&A	C C C	M F M
Management Training	Skyline College	Mike Sims	PW Supervisor	one semester	35.00	O&A	C	M

TRAINING ACTIVITY SUMMARY

To: DAVID MACABEE - Public Works

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Driver Training (cont.)	Daly City Police Dept.	S. Molien A. Perada J. Peterson	Utility Worker* Water Main. " Utility Worker	one day each	(see first page)	S&M S&M S&M	C SS C	M M M
		* indicates title at time of training; subsequently promoted						

TRAINING ACTIVITY SUMMARY

To: Police Department

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
						EEOC CAT.	RACE	SEX
Officer Survival	San Luis Obispo	Jordan Robert	Patrolman	5 days	232.10	PSW	C	M
Problem Solving	USC - Long Beach	Hansen David	Chief	3 days	178.35	O&A	C	M
Bomb Investigation	FBI S.F.	Ingbrigtsen Robert	Sergeant	5 days	-----	TECH	C	M
Intoxilyzer	San Mateo Coroner	McHenry James	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Cole Ken	Detective	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Phillips Richard	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Cubic Donald	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Stanghellini Thomas	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Cooper Charles	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	McHenry John	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Quinn George	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Jett Robert	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Culley Thomas	Lieutenant	1 day	-----	PROF	C	M
Intoxilyzer	San Mateo Coroner	Miller Richard	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Bridges Richard	Patrolman	1 day	-----	PSW	AI	M
Intoxilyzer	San Mateo Coroner	Pinnatore Dennis	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Mason Thomas	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Hammermann Neil	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Blazer Robert	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Vogt Robert	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Hanebeck Terry	Sergeant	1 day	-----	TECH	C	M
Intoxilyzer	San Mateo Coroner	Mutter Raymond	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Keith Warren	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Prator Dennis	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Donati Louis	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Powell Steven	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Dausse Rodney	Jail Tech.	1 day	-----	PSW	O	M
Intoxilyzer	San Mateo Coroner	Richardson James	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Jordan Robert	Patrolman	1 day	-----	PSW	C	M
Intoxilyzer	San Mateo Coroner	Desha Kalahani	Patrolman	1 day	-----	PSW	O	M
Intoxilyzer	San Mateo Coroner	Moeller William	Patrolman	1 day	-----	PSW	C	M

EEOC CAT	RACE	SEX	TYPE OF TRAINING	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION	COST
A.OA	C	M	Workshop-Team Build.	USC - Long Beach	Hansen David	Chief	3 days	2926.20
A.OA	C	M	Workshop- Team Build.	USC - Long Beach	Sims Richard	A/Chief	3 days	ALL
B.Prof	C	M	Workshop- Team Build.	USC - Long Beach	Terry Charles	Lieutenant	3 days	SUPERVISORS
B.Prof	C	M	Workshop- Team Build.	USC - Long Beach	LaBruzzo Phillip	Lieutenant	3 days	
B.Prof	C	M	Workshop- Team Build.	USC - Long Beach	Culley Thomas	Lieutenant	3 days	
B.Prof	C	M	Workshop- Team Build.	USC - Long Beach	Doran James	Lieutenant	3 days	
B.Prof	C	M	Workshop. Team Build.	USC - Long Beach	Barron James	Lieutenant	3 days	
B.Prof	SS	M	Workshop. TeamBuild.	USC - Long Beach	Guzman Edward	Lieutenant	3 days	
B.Prof	C	M	Workshop. Team Build.	USC - Long Beach	Austin Roger	Lieutenant	3 days	
C.Tech	C	M	Workshop - Team Build.	USC - Long Beach	Kolbmann John	Sergeant	2 days	
C.Tech	C	M	Workshop - TeamBuild.	USC - Long Beach	Ingbrigtsen Robert	Sergeant	3 days	
C.Tech	C	M	Workshop - Team Build.	USC - Long Beach	Warren Ralph	Sergeant	3 days	
C.Tech	C	M	Workshop - Team Build.	USC - Long Beach	Reese Thomas	Sergeant	3 days	
C.Tech	C	M	Workshop - Team Build.	USC - Long Beach	Seguine Richard	Sergeant	3 days	
C.Tech	C	M	Workshop - Team Build.	USC - Long Beach	Steen Steven	Sergeant	3 days	
C.Tech	C	M	Workshop - Team Build.	USC - Long Beach	Lyons Edward	Sergeant	3 days	
C.Tech	C	M	Workshop - Team Build.	USC - Long Beach	Barner Thomas	Sergeant	3 days	
C.Tech	C	M	Workshop - Team Build.	USC - Long Beach	Lowe Steven	Sergeant	3 days	
C.Tech	C	M	Workshop - Team Build.	USC - Long Beach	Aurilio Steven	Sergeant	3 days	
C.Tech	C	M	Workshop - Team Build.	USC - Long Beach	Hanebeck Terry	Sergeant	3 days	
B.Prof	SS	M	Problem Solving	USC - Long Beach	Guzman Edward	Lieutenant	3 days	222.00
PSW	C	M	Self- Defense	Serramonte Shop Ctr.	Jordan Robert	Patrolman	1 day	----
PSW	C	M	Workshop- Ment. Ill	USC - Long Beach	daRoza Ernie	Patrolman	3 days	302.91
C.Tech	C	M	L Squad - Retraining	Hunters Point (FBI)	Barner Thomas	Sergeant	1 day	----
PSW	C	M	L Squad - Retraining	Hunters Point (FBI)	McVay Michael	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Hunters Point (FBI)	Jett Robert	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Hunters Point (FBI)	Hyink Robert	Patrolman	1 day	----
PSW	AI	M	L Squad - Retraining	Hunters Point (FBI)	Bridges Richard	Patrolman	1 day	----
C.Tech	C	M	L Squad - Retraining	Hunters Point (FBI)	Seguine Richard	Sergeant	1 day	----
PSW	C	M	L Squad - Retraining	Hunters Point (FBI)	Gualco Fred	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Hunters Point (FBI)	Guido George	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Hunters Point (FBI)	Keith Warren	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Hunters Point (FBI)	Vogt Robert	Detective	1 day	----
PSW	C	M	Rape Investigation	UC - Humboldt State	Thompson William	Patrolman	3 days	79.75
	C	M	Crim. Record Inform.	Co, San Mateo	Drake Thomas	Records	2 days	----
O&C	C	F	Crim. Record Inform.	Co. San Mateo	Buoc Mary	Clerk	2 days	----
O&C	SS	F	Crim. Record Inform.	Co. San Mateo	Pacheco Annie	Clerk	2 days	----
PSW	C	M	Legal Education	USC - Long Beach	Hekker Henry	Patrolman	4 days	186.92

EEOC RACE CAT	TYPE OF TRAINING	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION	COST	
PSW C	M	Intoxilyzer	San Mateo Coroner	Palenget Pierre	Patrolman	1 day	----
PSW C	M	Intoxilyzer	San Mateo Coroner	Guido George	Patrolman	1 day	----
PSW C	M	Intoxilyzer	San Mateo Coroner	Gualco Fred	Patrolman	1 day	----
PSW C	M	Intoxilyzer	San Mateo Coroner	Cooper Charles	Patrolman	1 day	----
PSW C	M	Forensic Pathology	San Mateo S.O.	Cubic Donald	Patrolman	3 hrs.	----
PSW C	M	Hostage Negotiation	S.F.P.D.	Mutter Raymond	Patrolman	5 days	50.00
C.Tech C	M	Hostage Negotiation	S.F.P.D.	Steen Steven	Sergeant	5 days	50.00
C.Tech C	M	Hostage Negotiation	S.F.P.D.	Aurilio Steven	Sergeant	5 days	50.00
PSW SS	M	Police Activities	Monterey	Sola Robert	Patrolman	4 days	59.00
B.Prof C	M	Executive Develop.	Konocti Harbor	Terry Charles	Lieutenant	5 days	309.64
O&A C	M	Public Safety	Los Angeles - Cal. Cities	Hansen David	Chief	1 day	
PSW C	M	Crisis Intervention	Crisis Intervention	Moeller William	Patrolman	5 days	161.40
B.Prof C	M	Executive Develop.	Konocti Inn - CSU - Eureka	La Bruzzo Phillip	Lieutenant	5 days	337.75
O&A C	M	Management	League Cal. Cities.	Hansen David	Chief	1 day	60.00
O&A C	M	Productivity Improv.	NCCJ - San Francisco	Sims Richard	A/Chief	2 days	----
O&A C	M	FBI - Retraining	Anaheim - FBI	Hansen David	Chief	1 day	170.00
O&A C	M	FBI - Retraining	Anaheim - FBI	Sims Richard	A/Chief	1 day	Both
C.Tech C	M	Riot Control Trng.	D.C.P.D.	Reese Thomas	Sergeant	1 day	----
C.Tech C	M	Riot Control Trng.	D.C.P.D.	Ingbrigtsen Robert	Sergeant	1 day	----
C.Tech C	M	Riot Control Trng.	D.C.P.D.	Barner Thomas	Sergeant	1 day	----
C.Tech C	M	Riot Control Trng.	D.C.P.D.	Hanebeck Terry	Sergeant	1 day	----
PSW C	M	Riot Control Trng.	D.C.P.D.	Jordan Robert	Patrolman	1 day	----
PSW C	M	Riot Control Trng.	D.C.P.D.	Richardson James	Patrolman	1 day	----
PSW C	M	Riot Control Trng.	D.C.P.D.	Miller Richard	Patrolman	1 day	----
PSW C	M	Riot Control Trng.	D.C.P.D.	Gualco Fred	Patrolman	1 day	----
PSW C	M	Riot Control Trng.	D.C.P.D.	Jensen Edward	Patrolman	1 day	----
B.Prof C	M	Administration		LaBruzzo Phillip	Lieutenant	1 day	----
C.Tech C	M	L Squad - Retraining	San Ramon, (FBI)	Lyons Edward	Sergeant	1 day	----
PSW C	M	L Squad - Retraining	San Ramon (FBI)	Hyink Robert	Patrolman	1 day	----
PSW AI	M	L Squad - Retraining	San Ramon (FBI)	Bridges Richard	Patrolman	1 day	----
PSW C	M	L Squad - Retraining	San Ramon (FBI)	Mason Thomas	Patrolman	1 day	----
PSW C	M	Fingerprint - classif.	San Mateo P.D.	Cubic Donald	Patrolman	2 days	----
O&C C	M	Comm Ctr.	D.C.P.D.	Drake Thomas	Records	2 hrs	----
O&C C	M	Comm. Ctr.	D.C.P.D.	Crooker Robert	Dispatcher	2 hrs.	----
O&C C	M	Comm. Ctr.	D.C.P.D.	White Joseph	Dispatcher	2 hrs.	----
O&C C	M	Comm. Ctr.	D.C.P.D.	Wightman Bruce	Dispatcher	2 hrs.	----
O&C C	M	Comm. Ctr.	D.C.P.D.	Lippis Ronald	Dispatcher	2 hrs.	----
O&C C	M	Comm. Ctr.	D.C.P.D.	Nicholas Charles	Dispatcher	2 hrs.	----
O&C C	M	Comm. Ctr.	D.C.P.D.	Christen Harry	Dispatcher	2 hrs.	----
O&C C	M	Comm. Ctr.	D.C.P.D.	Ikler Seymore	Dispatcher	2 hrs.	----
O&C C	F	Comm. Ctr.	D.C.P.D.	Baker Alice	Dispatcher	2 hrs.	----

EEOC CAT	RACE	SEX	TYPE OF TRAINING	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION	COST
B.Prof	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Austin Roger	Lieutenant	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Miller Richard	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Gualco Fred	Patrolman	1 day	----
C.Tech	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Seguine Richard	Sergeant	1 day	----
C.Tech	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Lyons Edward	Sergeant	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	McVay Michael	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Mason Thomas	Patrolman	1 day	----
PSW	AI	M	L Squad - Retraining	Tiburon P.D. (FBI)	Bridges Richard	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Guido George	Patrolman	1 day	----
C.Tech	C	M	Management	USC - Long Beach	Reese Thomas	Sergeant	3 days	218.50
PSW	C	M	Field Training Off.	San Jose City College	Jordan Robert	Patrolman	5 days	179.25
B.Prof	C	M	Off. Involved Seminar	San Jose State	Austin Roger	Lieutenant	1 day	30.00
PSW	C	M	Alcoholism	Pyramid Alternatives	Mitter Raymond	Patrolman	4 days	----
PSW	C	M	Juvenile Del. Sem.	Lake Tahoe	Pinnatore Dennis	Patrolman	2 days	6.00
PSW	SS	M	Workshop - Ment. Ill	CSU - Long Beach	Sola Robert	Patrolman	3 days	185.58
PSW	C	M	Workshop - Ment. Ill	CSU - Long Beach	Gualco Fred	Patrolman	3 days	186.00
C.Tech	C	M	L Squad - Retraining	Livermore PD (FBI)	Lyons Edward	Sergeant	1 day	----
PSW	C	M	L Squad - Retraining	Livermore PD (FBI)	Keith Warren	Patrolman	1 day	----
PSW	AI	M	L Squad - Retraining	Livermore PD (FBI)	Bridges Richard	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Livermore PD (FBI)	Hyink Robert	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Livermore PD (FBI)	Mason Thomas	Patrolman	1 day	----
C.Tech	C	M	L Squad - Retraining	Livermore PD (FBI)	Seguine Richard	Sergeant	1 day	----
PSW	C	M	L Squad - Retraining	Livermore PD (FBI)	McHenry James	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Livermore PD (FBI)	Miller Richard	Patrolman	1 day	----
PSW	AI	M	L Squad - Retraining	Livermore PD (FBI)	Bridges Richard	Patrolman	1 day	----
B.Prof	C	M	L Squad - Retraining	Livermore PD (FBI)	Austin Roger	Lieutenant	1 day	----
C.Tech	C	M	L Squad - Retraining	Livermore PD (FBI)	Barner Thomas	Sergeant	1 day	----
PSW	C	M	L Squad - Retraining	Livermore PD (FBI)	McVay Michael	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Livermore PD (FBI)	Gualco Fred	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Livermore PD (FBI)	Guido George	Patrolman	1 day	----
C.Tech	C	M	Drivers Training	Half Moon Bay	Kolbmann John	Sergeant	1 day	----
PSW	SS	M	Advanced Officer	Palo Alto	Sola Robert	Patrolman	5 days	32.40
PSW	C	M	Advanced Officer	Palo Alto	Miller Richard	Patrolman	5 days	32.40

EEOC	RACE	SEX	TYPE OF TRAINING	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION	COST
CAT								
B.Prof	C	M	Management	FBI Academy	Doran James	Lieutenant	11 weeks	400.00
PSW	C	M	Juvenile Del.	USC - Long Beach	Mason Thomas	Patrolman	10 weeks	1555.26
C.Tech	C	M	Identification	Stockton P.D.	Lyons Edward	Sergeant	3 days	67.98
PSW	C	M	Identification	Stockton P.D.	Mendiara James	Detective	3 days	67.98
B.Prof	C	M	Management	USC - Long Beach	Austin Roger	Lieutenant	3 days	222.00
PSW	C	M	Crisis Intervention	Santa Clara Valley JC	Donati Louis	Patrolman	5 days	156.40
PSW	C	M	School Resource	USC - Long Beach	Pinnatore Dennis	Patrolman	3 days	322.40
PSW	C	M	Drivers Training	Half Moon Bay	Zahradnik David	Patrolman	1 day	----
PSW	C	M	Drivers Training	Half Moon Bay	Srock Steven	Patrolman	1 day	----
PSW	C	M	Drivers Training	Half Moon Bay	Gedney Raymond	Patrolman	1 day	----
PSW	C	M	Community Relations	Colma P.D.	Hammermann Niel	Patrolman	2 days	----
PSW	C	M	Community Relations	Colma P.D.	Bunch Henry	Patrolman	2 days	----
PSW	C	M	Community Relations	Colma P.D.	Bruemmer Paul	Patrolman	2 days	----
PSW	C	M	Community Relations	Colma P.D.	Bolton Duane	Patrolman	2 days	----
PSW	C	M	Community Relations	Colma P.D.	Fuhrman Paul	Patrolman	2 days	----
O&C	C	F	Community Relations	Colma P.D.	Baker Alice	Dispatcher	2 days	----
C.Tech	C	M	L Squad - Retraining	Pleasanton P.D.	Barner Thomas	Sergeant	1 day	----
PSW	C	M	L Squad - Retraining	Pleasanton P.D.	Scott Michael	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Pleasanton P.D.	Guido George	Patrolman	1 day	----
PSW	SS	M	Breathalyzer	Redwood City - Coroner	Torres Charles	Jail Tech.	1 day	----
PSW	C	F	Breathalyzer	Redwood City - Coroner	Glass Mary	Jail Tech.	1 day	----
PSW	C	M	Breathalyzer	Redwood City - Coroner	Tromborg Carl	Jail Tech.	1 day	----
PSW	C	M	Breathalyzer	Redwood City - Coroner	Cole Ralph	Jail Tech.	1 day	----
PSW	SS	M	Breathalyzer	Redwood City - Coroner	Galvez Luis	Jail Tech.	1 day	----
PSW	C	M	Breathalyzer	Redwood City - Coroner	Abbott Stephen	Jail Tech.	1 day	----
C.Tech	C	M	Legal Education	USC - Long Beach	Aurilio Stephen	Sergeant	4 days	396.23
B.Prof	C	M	Management	USC - Long Beach	Barron James	Lieutenant	3 days	222.00
B.Prof	C	M	Drivers Training	Half Moon Bay	Culley Thomas	Lieutenant	1 day	----
C.Tech	C	M	L Squad - Retraining	Tiburon	Lyons Edward	Sergeant	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon	Keith Warren	Patrolman	1 day	----
PSW	AI	M	L Squad - Retraining	Tiburon	Bridges Richard	Patrolman	1 day	----
C.Tech	C	M	L Squad - Retraining	Tiburon	Seguine Richard	Sergeant	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon	Miller Richard	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon	Hyink Robert	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon	Scott Michael	Patrolman	1 day	----
B.Prof	C	M	L Squad - Retraining	Tiburon	Austin Roger	Lieutenant	1 day	----
C.Tech	C	M	L Squad - Retraining	Tiburon	Barner Thomas	Sergeant	1 day	----

EEOC CAT	RACE	SEX	TYPE OF TRAINING	/ TRAINING INSTITUTION	/ NAME OF PARTICIPANT	/ TITLE	/ DURATION	/ COST
PSW	C	M	Weapons, Tactics	NCCJ - Santa Rosa	Jett Robert	Patrolman	5 days	701.41
PSW	C	M	Weapons, Tactics	NCCJ - Santa Rosa	Kahle Thomas	Patrolman	5 days	ALL FIVE
PSW	SS	M	Weapons, Tactics	NCCJ - Santa Rosa	Cota Edmund	Patrolman	5 days	MEN
PSW	C	M	Weapons, Tactics	NCCJ - Santa Rosa	Vogt Robert	Detective	5 days	
PSW	C	M	Weapons, Tactics	NCCJ - Santa Rosa	Bruemmer Paul	Patrolman	5 days	
C.Tech	C	M	CPR Instructor	Redwood City Red Cross	Hanebeck Terry	Sergeant	1 day	----
B.Prof	C	M	Sports Betting	San Jose State	Austin Roger	Lieutenant	1 day	30.00
PSW	C	M	Advanced Officer	NCCJ - Santa Rosa	Holewinski Fred	Patrolman	3 days	190.16
PSW	C	M	Driver Training	Half Moon Bay Airport	Lowe Steven	Patrolman	1 day	----
PSW	C	M	Driver Training	Half Moon Bay Airport	Hammermann Neil	Patrolman	1 day	----
PSW	C	M	Driver Training	Half Moon Bay Airport	Bolton Duane	Patrolman	1 day	----
PSW	C	M	Driver Training	Half Moon Bay Airport	Flynn John	Patrolman	1 day	----
PSW	C	M	Driver Training	Half Moon Bay Airport	Boyd Brian	P.A.T.	1 day	----
PSW	C	M	Driver Training	Half Moon Bay Airport	Stanghellini Thomas	Patrolman	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Bastedo Lester	Detective	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Martin Thomas	Detective	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Srock Steven	Patrolman	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Dean Robert	Patrolman	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Mallin John	Patrolman	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Hyink Robert	Patrolman	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Zahradnik David	Patrolman	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Cedney Raymond	Patrolman	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Schenone Ronald	Patrolman	1 day	----
PSW	C	M	Check Investigation	Investigators Inst.	Lax Harry	Detective	1 day	37.00
PSW	C	M	Driver Training	Half Moon Bay Airport	Bruemmer Paul	Patrolman	1 day	----
PSW	C	M	Driver Training	Half Moon Bay Airport	Richardson James	Patrolman	1 day	----
PSW	C	M	Driver Training	Half Moon Bay Airport	Scott Michael	Patrolman	1 day	----
C.Tech	C	M	Driver Training	Half Moon Bay Airport	Ingbrigtsen Robert	Sergeant	1 day	----
PSW	C	M	Driver Training	Half Moon Bay Airport	Prator Dennis	Patrolman	1 day	----
PSW	C	M	Driver Training	Half Moon Bay Airport	Casey John	Patrolman	1 day	----
PSW	C	M	Workshop - Ment. Ill	USC - Long Beach	Ball James	Patrolman	3 days	240.28
PSW	C	M	Evidence Tech.	College Redwoods - Eureka	Quinn George	Patrolman	14 days	233.94
C.Tech	C	M	Trng. of Trainors	IMDI - Oakland	Reese Thomas	Sergeant	4 days	125.00
PSW	AI	M	Hazardous Devices	Alabama - Redstone Arsen.	Bridges Richard	Patrolman	19 days	648.00
PSW	C	M	Fingerprint Id.	Modesto - CCJ	Cubic Donald	Patrolman	5 days	169.15

EEOC CAT	RACE	SEL.	TYPE OF TRAINING	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION	COST
PSW	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Gualco Fred	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	McVay Michael	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	McHenry James	Patrolman	1 day	----
PSW	C	M	L Squad - Retraining	Tiburon P.D. (FBI)	Guido George	Patrolman	1 day	----
PSW	C	M	Basic Investigation	College of San Mateo	Zahradnik David	Patrolman	11 weeks	225.00
PSW	C	M	Basic Investigation	College of San Mateo	Srock Steven	Patrolman	11 weeks	ALL 3
PSW	C	M	Basic Investigation	College of San Mateo	Gedney Raymond	Patrolman	11 weeks	MEN
PSW	O	M	Robbery Investigation	San Jose P.D.	Mendiara James	Detective	2 days	25.00
PSW	C	M	Officer Survival	D.C.P.D.	Quinn George	Patrolman	1 day	----
PSW	C	M	Officer Survival	D.C.P.D.	Bunch Henry	Patrolman	1 day	----
PSW	C	M	Officer Survival	D.C.P.D.	Fuhrman Paul	Patrolman	1 day	----
PSW	C	F	Defensive Tactics	D.C.P.D.	Sellai Mary	Jail Tech.	2 hrs.	----
PSW	C	F	Defensive Tactics	D.C.P.D.	Carter Connie	Jail Tech.	2 hrs.	----
PSW	C	M	Defensive Tactics	D.C.P.D.	Abbott Steven	Jail Tech.	2 hrs.	----
PSW	SS	M	Defensive Tactics	D.C.P.D.	Chavez Larry	Jail Tech.	2 hrs.	----
PSW	SS	M	Defensive Tactics	D.C.P.D.	Galvez Luis	Jail Tech.	2 hrs.	----
PSW	SS	M	Defensive Tactics	D.C.P.D.	Torres Charles	Jail Tech.	2 hrs.	----
PSW	C	M	Defensive Tactics	D.C.P.D.	Tromborg Carl	Jail Tech.	2 hrs.	----
PSW	C	F	Breathalyzer	Redwood City - Coroner	Sams Nancy	Jail Tech.	1 day	----
PSW	SS	M	Breathalyzer	Redwood City - Coroner	Torres Charles	Jail Tech.	1 day	----
PSW	C	F	Breathalyzer	Redwood City - Coroner	Glass Mary	Jail Tech.	1 day	----
PSW	C	M	Breathalyzer	Redwood City - Coroner	Tromborg Carl	Jail Tech.	1 day	----
PSW	C	M	Breathalyzer	Redwood City - Coroner	Cole Ralph	Jail Tech.	1 day	----
PSW	SS	M	Breathalyzer	Redwood City - Coroner	Galvez Luis	Jail Tech.	1 day	----
PSW	C	M	Breathalyzer	Redwood City - Coroner	Abbott Stephen	Jail Tech.	1 day	----
PSW	O	M	Alcoholism	Pyramid Alternatives	Desha Kalahni	Patrolman	3 days	----
O.A.	C	M	FBI - Retraining	Fresno	Hansen David	Chief	1 day	68.20
O.A.	C	M	FBI - Retraining	Fresno	Sims Richard	A/Chief	1 day	ALL 3
TECH	C	M	FBI - Retraining	Fresno	Kolbman John	Sergeant	1 day	MEN
O.C.	C	F	Criminal Statistics	San Mateo PD - CII	Moran Barbara	Clerk	1 day	----
PROF	C	M	Speed Reading	IMDI	Culley Thomas	Lieutenant	12 hours	----
PROF	C	M	Speed Reading	IMDI	Barron James	Lieutenant	12 hrs.	----
PROF	SS	M	Speed Reading	IMDI	Guzman Edward	Lieutenant	12 hrs.	----
TECH	C	M	Speed Reading	IMDI	Ingbrigtsen Robert	Sergeant	12 hrs.	----
TECH	C	M	Interview - Applicants	P.O.S.T.	Ingbrigtsen Robert	Sergeant	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Keate, Leslie	Patrolman	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Ball, James	Patrolman	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Lax, Harry	Detective	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Holewinske, Fred	Patrolman	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	Jett, Robert	Patrolman	1 day	----
PSW	C	M	Intoxilyzer	San Mateo Coroner	DaRoza, Ernie	Patrolman	1 day	----

TRAINING ACTIVITY SUMMARY

To: KEITH SCHROCK - Fire Dept.

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

FOR PERSONNEL OFFICE
USE-DO NOT COMPLETE

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Suppression Prevention First Aid	D.C.F.D.	ADDIS, R.	Fireman	Ongoing		PSW	C	M
"	"	ALEXANDER	Batt. Chief	"		PROF	C	M
"	"	ANDERSON	Fireman	"		PSW	C	M
Hydraulics	C.S.M.	"	"	51 Hours	\$10+text			
"	"	ANGELOT	Eng./Oper.	"		PSW	C	M
"	"	BAKER	Eng./Oper.	"		PSW	C	M
"	"	BARBANICA, R.	Fire Capt.	"		PROF	C	M
Staff and Command C.P.R. Instr. Course	Ca. State Dept. of Ed. Amer. Heart Assn.	"	"	36 Hours 9 Hours	\$140			
"	"	BASTIAN	Fireman	"		PSW	SS	M
"	"	BAZZANO, P.	Fireman	"		PSW	C	M
Intro. to Fire Science	C.S.M.	"	"	51 Hours	\$10+text			
"	"	BEECHER	Fireman	"		PSW	C	M
"	"	BENSON	Fireman	"		PSW	C	M
"	"	BROOKE, V.	Fire Prev. Capt.	"		PROF	C	M

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FOR PERSONNEL OFFICE
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TYPE OF TRAINING (General Subject Area) (Cont)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
Norcal Meeting	Ca. Fire Chiefs Assn.	BROOKE, V.	Fire Prev. Capt.	7 Hours	\$6	PROF	C	M
Norcal Meeting	Ca. Fire Chiefs Assn.	"	"	7 Hours				
Fire Protect. Seminar	Treasure Island	"	"	7 Hours	\$25			
Arson Sem. Fire Inves.	Ca. State Dept of Indus	"	"					
II Education		"	"	36 Hours	\$150			
Norcal Meeting	Ca. Fire Chiefs Assn.	"	"	7 Hours	\$6			
Fireworks Seminar	Ca. Fire Chiefs Assn.	"	"	7 Hours	\$5			
Norcal Meeting	Ca. Fire Chiefs Assn.	"	"	7 Hours	\$15.85			
Radiological Defense	D.C.F.D.	"	"	2 Hours				
Arson Invest. Seminar	Ca. Fire Chiefs Assn.	"	"	4 Hours	\$5			
Training officers								
Meeting	Ca. Fire Chiefs Assn.	"	"	4 Hours				
First Aid	D.C.F.D.	"	"	8 Hours				
Norcal Meeting	Ca. Fire Chiefs Assn.	"	"	7 Hours	\$6			
Arson Invest. Seminar	Ca. Fire Chiefs Assn.	"	"	4 Hours	\$2			
Norcal Meeting	Ca. Fire Chiefs Assn.	"	"	7 Hours	\$6			
"	"	BRUSH	Fire Capt.	"		PROF	C	M
"	"	CAMPBELL	Fire Capt.	"	\$74.64	PROF	C	M
1st. Aid Multi-Media	Ameri. Nation. Red Cross	"	"	16 Hours				
Instructors								
"	"	CARMONA	Eng./Oper.	"		PSW	SS	M

TRAINING ACTIVITY SUMMARY

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FOR PERSONNEL OFFICE
USE-DO NOT COMPLETE

TYPE OF TRAINING (General Subject Area) (Con't)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
"	"	CASTAGNOLA	Eng./Oper.	"		PSW	C	M
"	"	CHRISTIAN	Eng./Oper.	"		PROF	C	M
"	"	CHURCH	Batt.Chief	"		PROF	C	M
"	"	CLARK, W.	Fire Inspec.	"		TECH	C	M
Fire Science 48	C.S.M.	"	"	36 Hours	\$10+text			
Bldg.Inspec./Uniform		"	"	51 Hours	\$10+text			
Mech.	C.S.M.	"	"	7 Hours	\$13.80			
Norcal Meeting	Ca. Fire Chiefs Assn.	"	"	7 Hours	\$5			
Seminar/Fireworks	Ca. Fire Chiefs Assn.	"	"	7 Hours	\$2			
Seminar/Explosives	Stanford Univ. Fire D.	"	"	7 Hours				
Struc. Fire Invest.	Brisbane Fire Dept.	"	"	7 Hours				
Fire Prevention III	Ca. State Dept. of	"	"	40 Hours	\$177.80			
	Industrial Education	"	"	7 Hours	\$25			
Fire Prev. Enginee.	Treasure Island	"	"					
"	"	COLLIER	Fireman	"		PSW	C	M
"	"	CONSTANTINOS	Fire Capt.	"	\$74.64	PROF	C	M
1st. Aid Multi-Med.		"	"	16 Hours				
Instructors Course	Amer. National Red Cross	"	"					
"	"	COOK, R.	Fireman	"		PSW	C	M
Scott Repair Certi.	Scott Aviation Corp.	"	"	16 Hours				
School								

TRAINING ACTIVITY SUMMARY

To: KEITH SCHROCK - Fire Dept.

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Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

TYPE OF TRAINING (General Subject Area) (Con't)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
						EEOC CAT.	RACE	SEX
"	"	CROCKER	Fireman	"		PSW	C	M
"	"	CUMMINGS	Fireman	"		PSW	C	M
"	"	CUNNEEN	Fireman	"		PSW	C	M
"	"	DEBONO	Eng./Oper.	"		PSW	C	M
"	"	DENATALE	Eng./Oper.	"		PSW	C	M
"	"	DUDLEY	Fireman	"		PSW	C	M
"	"	EBERLE	Fireman	"		PSW	C	M
"	"	FERREL	Eng./Oper.	"		PSW	C	M
"	"	GAMMA, R.	Fire Marshall	"		PROF	C	M
Fire Preven. Train.	Ca. State Dept. Of Indu. Education	"	"	4 Hours				
Fire Preven. Train.	Ca. State Dept. Of Indu. Education	"	"	4 Hours				
Norcal Meeting	Ca. Fire Chiefs Assn.	"	"	7 Hours	\$6			
Norcal Meeting	Ca. Fire Chiefs Assn.	"	"	7 Hours				
Fireworks Seminar	Stanford University	"	"	7 Hours	\$5			
Explosives Seminar	Stanford University	"	"	7 Hours	\$5			
Norcal Meeting	Fire Prev.Officers Sec.	"	"	7 Hours	\$6			
Norcal Meeting	Fire Prev.Officers Sec.	"	"	7 Hours	\$6			
"	"	HANSON, J.	Eng./Oper.	"		PSW	C	M

TRAINING ACTIVITY SUMMARY

To: KEITH SCHROCK - Fire Dept.

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						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
(Con't)	"	HANSON, M.	Batt. Chief	"		PROF	C	M
"	"	HIRSCH	Fireman	"		PSW	C	M
"	"	HOURIGAN	Eng./Oper.	"		PSW	C	M
"	"	HUBBARD	Eng./Oper.	"		PSW	C	M
"	"	JACOB, J.	Fireman	"		PSW	C	M
"	"	JACOBS, R.	Eng./Oper.	"		PSW	C	M
"	"	KESSLER	Fireman	"		PSW	C	M
"	"	KLINGER	Fire Capt.	"	\$3732	PROF	C	M
"	"	KUCHAC	Eng./Oper.	"		PSW	C	M
"	"	LARSON	Fireman	"		PSW	C	M
"	"	LORIMOR	Eng./Oper.	"		PSW	C	M
"	"	LYONS	Eng./Oper.	"		PSW	C	M
"	"	MARTIN	Fire Capt.	"		PROF	C	M
"	"	MAY, D.	Fire Capt.	"		PROF	C	M
C.P.R. Instr. Course	Amer. Heart Assn.	"	"	9 Hours				

TRAINING ACTIVITY SUMMARY

To: KEITH SCHROCK - Fire Dept.

From: PERSONNEL OFFICE

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FOR PERSONNEL OFFICE
USE-DO NOT COMPLETE

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
(Con't)	"	MAY, R.	Training Officer	"		PROF	C	M
1st Aid Multi-Media Instructors Course	American National Red Cross	"	"	16 Hours				
C.P.R. Instr. Course	Amer. Heart Assn.	"	"	9 Hours				
Training Officer Fire Instructors Academy	Ca. State Dept. of Industrial Education	"	"	36 Hours	\$147			
Training Officer	S.M. Co. Train. Officer Assn.	"	"	36 Hours	\$6			
Training Officer	No. Ca. Train. Officers Assn.	"	"	24 Hours	\$6			
"	"	MERLO	Fire Capt.	"	\$134.64	PROF	C	M
1st Aid Mult-Media Instructors Course	Amer. Nation. Red Cross	"	"	16 Hours				
"	"	MODGLIN	Eng./Oper.	"		PSW	C	M
"	"	NELSON, J.	Fireman	"		PSW	C	M
C.P.R. Instr. Course	Amer. Heart Assn.	"	"	9 Hours				
"	"	NELSON, M.	Fireman	"		PSW	C	M
"	"	O'CONNOR	Eng./Oper.	"		PSW	C	M
"	"	O'DONNELL	Fireman	"		PSW	C	M
Intro. to Fire Sci.	C.S.M.	"	"	51 Hours	\$10+text			
Hydraulics	C.S.M.	"	"	51 Hours	\$10+text			

TRAINING ACTIVITY SUMMARY

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FOR PERSONNEL OFFICE
USE-DO NOT COMPLETE

TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
(Con't)								
"	"	ORES	Fireman	"		PSW	C	M
"	"	ORLOFF	Fire Capt.	"		PROF	C	M
C.P.R. Inst. Course	Amer. Heart Assn.	"	"	9 Hours				
Staff in Command Sch.	Ca State Dept of Indus. Education	"	"	36 Hours	\$140			
"	"	PANELIS	Eng./Oper.	"		PSW	C	M
"	"	PADREDDI	Eng./Oper.	"		PSW	C	M
"	"	PETERSON, C.	Fireman	"		PSW	C	M
"	"	POULOS	Eng./Oper.	"		PSW	C	M
"	"	POWELL	Fireman	"		PSW	C	M
Hazardous Material I	C.S.M.	"	"	51 Hours	\$10+text			
"	"	PROIETTE	Fireman	"		PSW	C	M
Scott Repair Cert. Sch	Scott Aviation Corp.	"	"	16 Hours				
"	"	RAYMOND	Eng./Oper.	"		PSW	C	M
Building Construction	Santa Rosa Jr. College	"	"	51 Hours	\$10+text			
Emergency Rescue	Santa Rosa Jr. College	"	"	51 Hours	\$10+text			
"	"	RECASENS	Eng./Oper.	"		PSW	C	M

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						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
TYPE OF TRAINING (General Subject Area)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
(Con't)	"	REGAN	Eng./Oper.	"		PSW	C	M
"	"	RINGSEIS	Fireman	"		PSW	C	M
Fire Science	College/Marin	"	"	51 Hours	\$10+text			
"	"	RIVERA	Fire Capt.	"		PROF	SS	M
C.P.R. Instr. Course	Amer. Heart Assn.	"	"	9 Hours				
"	"	ROSE	Fireman	"		PSW	C	M
"	"	ROWLANDS, J.	Eng./Oper.	"		PSW	C	M
C.P.R. Instr. Course	Amer. Heart Assn.	"	"	9 Hours				
Scott Repair Cert. Sch	Scott Aviation Corp.	"	"	16 Hours				
"	"	ROY, J.	Batt. Chief	"		PROF	C	M
Instr. Training II	C.S.M.	"	"	51 Hours	\$10+text			
"	"	SCHEONSTEIN, K.	Fireman	"		PSW	C	M
Phyics 10	C.S.M.	"	"	51 Hours	\$10+text			
Math 6	Skyline	"	"	51 Hours	\$10+text			
"	"	SCIARONI, M.	Fire Capt.	"	\$134.64	PROF	C	M
1st Aid Multi-Media Instructors Course	Amer. Nation. Red Cross	"	"	16 Hours				

TRAINING ACTIVITY SUMMARY

To: KEITH SCHROCK - Fire Dept.

From: PERSONNEL OFFICE

Please complete the Training Activity Summary for the period Jan. 1, 1976 to July 1, 1976 for all full-time, permanent employees in your department. Include all types of training including both in-house as well as outside agency training activity.

						FOR PERSONNEL OFFICE USE-DO NOT COMPLETE		
TYPE OF TRAINING (General Subject Area) (Con't)	TRAINING INSTITUTION	NAME OF PARTICIPANT	TITLE	DURATION OF TRAINING	CITY COST	EEOC CAT.	RACE	SEX
"	"	SHEA	Fireman	"		PSW	C	M
Codes & Ordinance	San Jose City College	"	"	51 Hours	\$10+text			
Com. Organ. & Proced.	San Jose City College	"	"	51 Hours	\$10+text			
Hazardous Materials	San Jose City College	"	"	51 Hours	\$10+text			
"	"	VALDEZ	Eng./Oper.	"		PSW	SS	M
"	"	VERDUCCI, R.	Fire Capt.	"	\$49.76	PROF	C	M
Language Arts 5TG	Los Medanos	"	"	51 Hours	\$10+text			
Language Arts 1TG	Los Medanos	"	"	51 Hours	\$10+text			
Physical Science 5TG	Los Medanos	"	"	51 Hours	\$10+text			
Physical Science 5TG	Los Medanos	"	"	51 Hours	\$10+text			
Social Science 1TG	Los Medanos	"	"	51 Hours	\$10+text			
1st Aid Multi-Media								
Instructors Course	Amer. National Red Crs	"	"	16 Hours				
"	"	VICKERY	Fireman	"		PSW	C	M
"	"	WALTHER	Fireman	"		PSW	C	M
"	"	WEBBER	Fireman	"		PSW	C	M
"	"	WINTERS, J.	Fire Capt.	"		PROF	AI	M
C.P.R. Instr. Course	Amer. Heart Assn.	"	"	9 Hours				
Scott Repair Cert. Sch	Scott Aviation Corp.	"	"	16 Hours				

ITEM 9

Requirement: Identify the size of female unemployment force in the labor area surrounding the facility.

Data: The female unemployment force in the Bay Area Counties area is 32,016 or 6.0% of total female labor force.

Source: State of California
Employment Development Department
November, 1975

ITEM 10

Requirements: Identify and compare female work force with total labor force in the S.M.S.A.

Data: Table VI presents census data comparing female labor force with total labor force in the Bay Area.

TABLE VI

Comparison Female Labor Force/Total Labor Force

<u>Sex</u>	<u>Labor Force</u>	<u>Percent Labor Force</u>
Female	530,677	38.4%
Male	850,827	61.6%
Total Labor Force	1,381,504	100%

Source: State of California
Employment Development Department
November, 1975

ITEM 11

Requirement: Identify general availability of females having requisite skills and seeking employment in the immediate labor area.

Data: Table VII presents census data regarding the availability of females in the labor force having requisite skills in the Bay Area.

TABLE VII

Availability of Females in the Labor Force Possessing Requisite Skills

<u>Occupation</u>	<u>Caucasian</u>	<u>Black</u>	<u>Spanish Surname</u>	<u>Other</u>
Professional, Managerial Technical	2,825 (10.8)	345 (1.3%)	240 (.9)	145 (.6%)
Sales Workers	1,908 (7.3%)	243 (.9%)	238 (.9%)	77 (.3%)
Clerical Workers	7,178 (27%)	1,513 (5.8%)	896 (3.4%)	400 (1.5%)
Craft Workers	334 (1.3%)	62 (.2%)	82 (.3%)	49 (.2%)
Operatives	2,083 (7.9%)	1,003 (3.8%)	1,272 (4.8%)	352 (1.3%)
Laborers	183 (.7%)	71 (.3%)	44 (.2%)	9 (.03%)
Service Workers	2,753 (10.5%)	1,089 (4.1%)	608 (2.3%)	246 (.9%)

Total Unemployed Females: 26,248

Source: State of California
Employment Development Department
November, 1975

ITEM 12

Requirement: Identify the availability of promotable and transferable females within the City's organization.

Promotions:

Promotions in the Classified Service are based upon competitive examinations and records of efficiency, character, conduct or any other generally accented qualification deemed necessary or reliable in obtaining a passing grade. Any qualified employee in the City may apply for a promotional examination. Promotability of such person is based upon the aforementioned factors, and irrespective of race, religion, national origin, age, sex, ancestry, color, sexual preference, religious creed, physical or mental handicap which does not adversely affect on the job performance.

Transfers

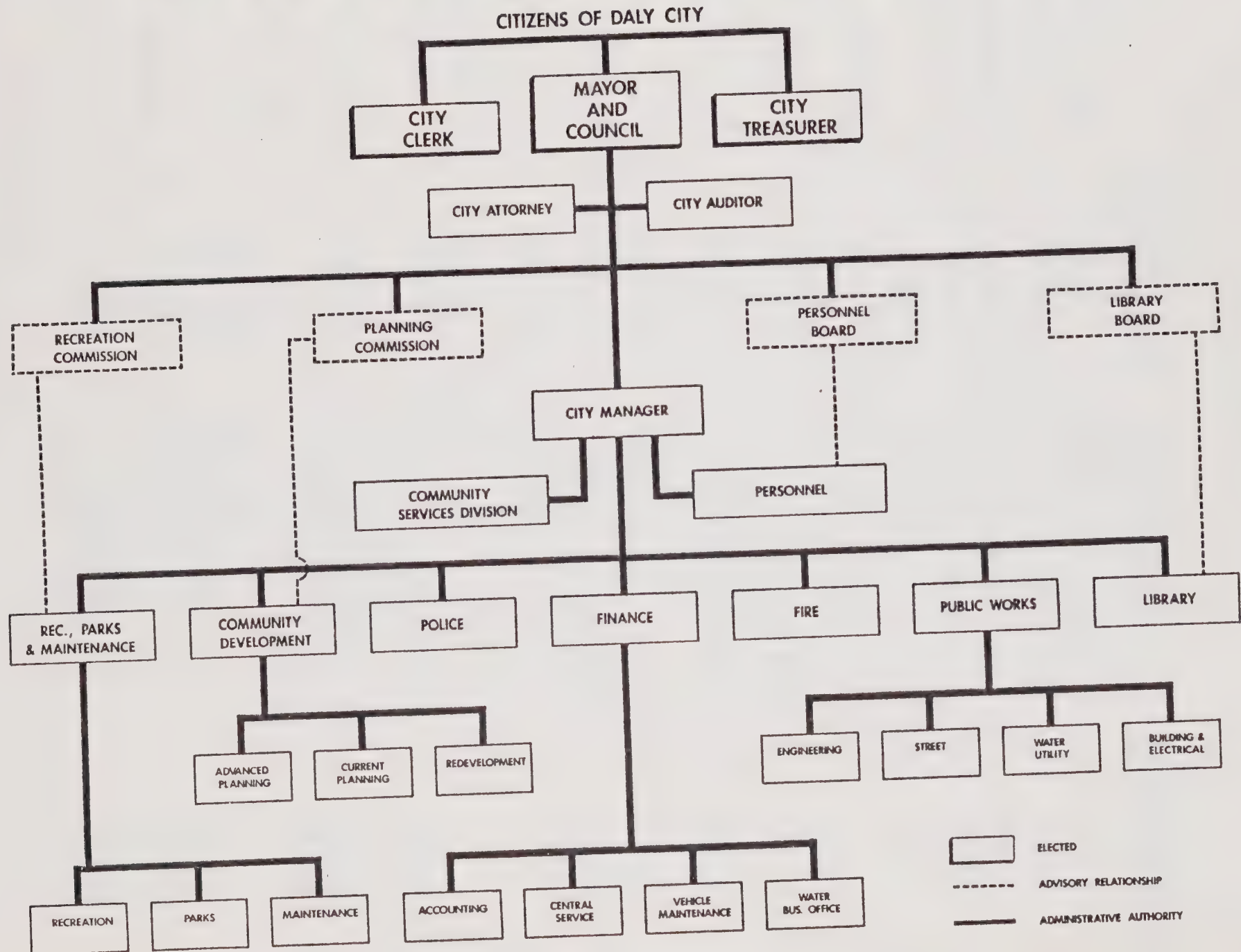
An employee holding a Classified position may temporarily be assigned the duties of another position for a period not to exceed six months in any one fiscal year. No person shall be transferred to a position for which he or she does not possess the minimum qualifications.

ITEM 13-14

Requirement: Identify the existence of training institutions capable of training persons in necessary requisite skills by job group, and indicate the degree of training which the City is reasonably able to undertake as a means of making all job groups available to females.

Data: See Items 7 and 8 for: (1) general training programs,
(2) training institutions utilized by the City of Daly City,
and (3) training activity summaries by department.

ORGANIZATIONAL STRUCTURE



LINES OF PROGRESSION

<u>Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>	<u>Entry Level Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>
Administrative Intern	\$ 714-822	Administrative Trainee	\$ 783-823
Library Assistant	714-822	Library Assistant Trainee	473-497
Junior Engineering Aide	714-822	Engineering Aide Trainee	610-640
Typist Clerk I	729-843	Typist Clerk Trainee	473-497
Secretary I	744-858	Entry Level	
Telephone Operator Clerk	763-877	Entry Level	
Account Clerk I	801-922	Account Clerk Trainee	531-558
Library Assistant II	801-922	1. Library Assistant Trainee 2. Library Assistant I	473-497 714-822
Typist Clerk II	801-922	1. Typist Clerk Trainee 2. Typist Clerk I	473-497 729-843
Secretary II	843-963	Secretary I	744-858
Administrative Intern II	843-963	1. Administrative Trainee 2. Administrative Intern I	783-823 714-822
Planning Intern	843-963	Entry Level	
Community Service Center Representative	843-963	Entry Level	
Account Clerk II	858-983	1. Account Clerk Trainee 2. Account Clerk I	531-558 801-922
Typist Clerk III	858-983	1. Typist Clerk Trainee 2. Typist Clerk I 3. Typist Clerk II	473-497 729-843 801-922
Community Center Coor- dinator	858-983	Entry Level	
Custodian	897-1029	Custodian Trainee	594-624
Personnel Secretary	919-1056	Secretary I	744-858
Library Assistant III	919-1056	1. Library Assistant Trainee 2. Library Assistant I 3. Library Assistant II	473-497 714-822 801-922

<u>Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>	<u>Entry Level Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>
Engineering Aide I	\$ 919-1056	Engineering Aide Trainee	\$ 610-640
Utility Worker	919-1056	Utility Worker Trainee	594-624
Account Clerk III	943-1077	1. Account Clerk Trainee 2. Account Clerk I 3. Account Clerk II	531-558 801-922 858-983
Garage Technician	943-1077	Garage Technician Trainee	626-656
Secretary III	964-1102	1. Secretary I 2. Secretary II	744-858 843-963
Central Service Technician	964-1102	Entry Level	
Meter Reader	964-1102	Entry Level	
Building Maintenance Worker	982-1131	Entry Level	
Groundskeeper-Gardener	982-1131	1. Utility Worker Trainee 2. Utility Worker	594-624 919-1056
Street Maintenance Worker	982-1131	1. Utility Worker Trainee 2. Utility Worker	594-624 919-1056
Mechanic's Helper	1006-1160	1. Garage Technician Trainee 2. Garage Technician	626-656 943-1077
Water Maintenance Worker	1006-1160	1. Utility Worker Trainee 2. Utility Worker	594-624 919-1056
Street Painter	1029-1181	Entry Level	
Engineering Aide II	1056-1212	1. Engineering Aide Trainee 2. Engineering Aide I	610-640 919-1056
Supervising Account Clerk	1056-1212	1. Account Clerk Trainee 2. Account Clerk I 3. Account Clerk II 4. Account Clerk III	531-558 801-922 858-983 943-1077
Water Meter Repair Worker	1056-1212	Entry Level	
Accounting Technician	1102-1268	1. Account Clerk Trainee 2. Account Clerk I 3. Account Clerk II 4. Account Clerk III	531-558 801-922 858-983 943-1077

<u>Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>	<u>Entry Level Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>
Equipment Operator	\$ 1077-1239	1. Utility Worker Trainee 2. Utility Worker	\$ 593-624 919-1056
Librarian I	1077-1239	Entry Level	
Water Operator	1102-1268	Entry Level	
Junior Engineering Technician	1160-1329	1. Engineering Aide Trainee 2. Engineering Aide I 3. Engineering Aide II	610-640 919-1056 1056-1212
Mechanic	1160-1329	1. Garage Technician Trainee 2. Garage Technician 3. Mechanic's Helper	626-656 943-1077 1006-1160
Senior Building Maintenance Worker	1160-1329	Building Maintenance Worker	982-1131
Street & Maintenance Painter	1160-1329	Street Painter	1029-1181
Librarian II	1160-1329	Librarian I	1077-1239
Water Maintenance Leader	1160-1329	Water Maintenance Worker	1006-1160
Lead Groundskeeper Gardener	1181-1361	1. Utility Worker Trainee 2. Utility Worker 3. Groundskeeper-Gardener	594-624 919-1056 982-1131
Central Service Supervisor	1212-1395	Central Service Technician	964-1102
Assistant Planner	1212-1395	Planning Intern	843-963
Engineering Technician	1239-1426	1. Engineering Aide Trainee 2. Engineering Aide I 3. Engineering Aide II 4. Junior Engineering Technician	610-640 919-1056 1056-1212 1160-1329
Purchasing Agent	1239-1426	Entry Level	
Administrative Secretary	1267-1460	1. Secretary I 2. Secretary II 3. Secretary III	744-858 843-963 964-1102
Chief Mechanic	1267-1460	1. Garage Technician Trainee 2. Garage Technician 3. Mechanic's Helper 4. Mechanic	626-656 943-1077 1006-1160 1160-1329

<u>Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>	<u>Entry Level Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>
Librarian III	\$ 1267-1460	1. Librarian I 2. Librarian II	\$ 1077-1239 1160-1329
Water Maintenance Foreman	1267-1460	1. Utility Worker Trainee 2. Utility Worker 3. Water Maintenance Worker 4. Water Maintenance Leader	594-624 919-1056 1006-1160 1160-1329
Water Operations Foreman	1267-1460	Water Operator	1102-1268
Street Foreman	1297-1494	1. Utility Worker Trainee 2. Utility Worker 3. Street Maintenance Worker 4. Equipment Operator	524-624 919-1056 982-1131 1077-1239
Community Service Center Supervisor	1297-1494	Community Service Center Representative	843-963
Assistant Personnel Officer	1297-1494	1. Administrative Trainee 2. Administrative Intern I 3. Administrative Intern II	783-823 714-822 843-963
Recreation Supervisor	1297-1494	Entry Level	
Associate Planner	1329-1529	1. Planning Intern 2. Assistant Planner	843-963 1212-1395
Electrician Inspector	1361-1564	Entry Level	
Electronics Technician	1361-1564	Entry Level	
Maintenance Foreman	1361-1564	1. Building Maintenance Worker 2. Senior Building Maintenance Worker	982-1131 1160-1329
Senior Engineering Technician	1361-1564	1. Engineering Aide Trainee 2. Engineering Aide I 3. Engineering Aide II 4. Junior Engineering Technician 5. Engineering Technician	610-640 919-1056 1056-1212 1160-1329 1239-1426
Park Foreman	1361-1564	1. Utility Worker Trainee 2. Utility Worker 3. Groundskeeper-Gardener 4. Lead Groundskeeper-Gardener	594-624 919-1056 982-1131 1181-1361

<u>Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>	<u>Entry Level Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>
Civil Engineer I	\$ 1395-1605	1. Engineering Aide Trainee	\$ 610-640
		2. Engineering Aide I	919-1056
		3. Engineering Aide II	1056-1212
		4. Junior Engineering Technician	1160-1329
		5. Engineering Technician	1239-1426
		6. Senior Engineering Technician	1361-1564
Civil Engineer II	1529-1766	1. Engineering Aide Trainee	610-640
		2. Engineering Aide I	919-1056
		3. Engineering Aide II	1056-1212
		4. Junior Engineering Technician	1160-1329
		5. Engineering Technician	1239-1426
		6. Senior Engineering Technician	1361-1564
		7. Civil Engineer I	1395-1605
Public Works Supervisor	1564-1804	1. Utility Worker Trainee	594-624
		2. Utility Worker	919-1056
		3. Street Maintenance Worker	982-1131
		4. Equipment Operator	1077-1239
		5. Street Foreman	1297-1494
Chief Building Inspector	1564-1804	1. Building Maintenance Worker	982-1131
		2. Senior Building Maintenance Wkr.	1160-1329
		3. Building Inspector	1361-1564
Motor Vehicle Supervisor	1605-1849	1. Garage Technician Trainee	626-656
		2. Garage Technician	943-1077
		3. Mechanic's Helper	1006-1160
		4. Mechanic	1160-1329
		5. Chief Mechanic	1267-1460
Chief Electrician	1605-1849	1. Utility Worker Trainee	594-624
		2. Utility Worker	919-1056
		3. Electronics Technician	1361-1564
		4. Electrician-Inspector	1361-1564
Water Superintendent	1605-1849	1. Water Operator	1102-1268
		2. Water Operations Foreman	1267-1460
Associate Civil Engineer	1643-1892	1. Engineering Aide Trainee	610-640
		2. Engineering Aide I	919-1056
		3. Engineering Aide II	1056-1212
		4. Junior Engineering Technician	1160-1329
		5. Engineering Technician	1239-1426
		6. Senior Engineering Technician	1361-1564
		7. Civil Engineer I	1395-1605
		8. Civil Engineer II	1529-1766

<u>Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>	<u>Entry Level Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>
City Planner	\$ 1684-1936	1. Planning Intern 2. Assistant Planner 3. Associate Planner	\$ 843-963 1212-1395 1329-1529
Assistant Director of Finance	1684-1936	1. Account Clerk Trainee 2. Account Clerk I 3. Account Clerk II 4. Account Clerk III 5. Supervising Account Clerk 6. Accounting Technician	531-558 801-922 858-983 943-1077 1056-1212 1102-1268
Recreation Superintendent	1722-1984	Recreation Supervisor	1297-1494
Assistant City Engineer	1849-2132	1. Engineering Aide Trainee 2. Engineering Aide I 3. Engineering Aide II 4. Junior Engineering Technician 5. Engineering Technician 6. Senior Engineering Technician 7. Civil Engineer I 8. Civil Engineer II	610-640 919-1056 1056-1212 1160-1329 1239-1426 1361-1564 1395-1605 1529-1766
City Manager	3234	1. Administrative Trainee 2. Administrative Intern I 3. Administrative Intern II 4. Assistant Personnel Officer 5. Assistant to the City Manager 6. Assistant City Manager	783-823 714-822 843-963 1297-1395 1980 2350
Director of Finance	2450	1. Account Clerk Trainee 2. Account Clerk I 3. Account Clerk II 4. Account Clerk III 5. Supervising Account Clerk 6. Accounting Technician 7. Assistant Director of Finance	531-558 801-922 858-983 943-1077 1056-1212 1102-1212 1684-1936
City Engineer	2450	1. Engineering Aide Trainee 2. Engineering Aide I 3. Engineering Aide II 4. Junior Engineering Technician 5. Engineering Technician 6. Senior Engineering Technician 7. Civil Engineer I 8. Civil Engineer II 9. Associate Civil Engineer 10. Assistant City Engineer	610-640 919-1056 1056-1212 1160-1329 1239-1426 1361-1564 1395-1605 1529-1766 1643-1892 1849-2132

<u>Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>	<u>Entry Level Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>
Director of Recreation, Parks & Maintenance	\$ 2450	1. Recreation Supervisor 2. Recreation Superintendent	\$ 1297-1494 1772-1984
City Librarian	2350	1. Librarian I 2. Librarian II 3. Librarian III	1077-1239 1160-1329 1267-1460
City Attorney	2100	Entry Level	
Assistant City Manager	2350	1. Administrative Trainee 2. Administrative Intern I 3. Administrative Intern II 4. Assistant Personnel Officer 5. Assistant to the City Manager	783-823 714-822 843-963 1297-1395 1980
Director of Community Development	2200	1. Planning Intern 2. Assistant Planner 3. Associate Planner 4. City Planner	843-963 1212-1395 1329-1529 1684-1936
Staff Secretary, Redevelopment Agency	801-922	Secretary I	744-858
Associate Planner	1329-1529	1. Planning Intern 2. Assistant Planner	843-963 1212-1395
Police Dispatcher	963-1144	Entry Level	
Police Technician- Property Clerk	971-1154	Entry Level	
Police Officer	1208-1433	Police Assistant Trainee	630-662
Police Sergeant	1381-1619	1. Police Assistant Trainee 2. Police Officer	630-662 1208-1433
Police Lieutenant	1561-1829	1. Police Assistant Trainee 2. Police Officer 3. Police Sergeant	630-662 1208-1433 1381-1619
Police Captain	1748-2048	1. Police Assistant Trainee 2. Police Officer 3. Police Sergeant 4. Police Lieutenant	630-662 1208-1433 1381-1619 1561-1829

<u>Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>	<u>Entry Level Position</u>	<u>(Effective 7/1/76) Salary Range Per Mo.</u>
Assistant Chief of Police	\$ 2304	1. Police Assistant Trainee	\$ 630-662
		2. Police Officer	1208-1433
		3. Police Sergeant	1381-1619
		4. Police Lieutenant	1561-1829
		5. Police Captain	1748-2048
Chief of Police	2550	1. Police Assistant Trainee	630-662
		2. Police Officer	1208-1433
		3. Police Sergeant	1381-1619
		4. Police Lieutenant	1561-1829
		5. Police Captain	1748-2048
		6. Assistant Chief of Police	2304
Fire Dispatcher Clerk	924-1082	Entry Level	
Firefighter	1184-1366	Entry Level	1184-1366
Fire Engineer Operator	1409	Firefighter	1184-1366
Fire Inspector	1288-1490	Firefighter	1184-1366
Fire Captain	1400-1612	Firefighter	1184-1366
Fire Marshal	1628-1876	Firefighter	1184-1366
Fire Training Officer	1628-1876	1. Firefighter	1184-1366
		2. Fire Captain	1400-1612
Battalion Chief	1666-1920	1. Firefighter	1184-1366
		2. Fire Captain	1400-1612
Assistant Fire Chief	2200	1. Firefighter	1184-1366
		2. Fire Captain	1400-1612
		3. Battalion Chief	1666-1920
Fire Chief	2530	1. Firefighter	1184-1366
		2. Fire Captain	1400-1612
		3. Battalion Chief	1666-1920
		4. Assistant Fire Chief	2200

DEVELOPMENT OR REAFFIRMATION OF THE EQUAL
EMPLOYMENT OPPORTUNITY POLICY

I. Section 60-2.20

The policy of the City of Daly City as an Equal Opportunity Employer is to recruit, hire, train and promote employees regardless of age, sex, race, religion, national origin, or socio-economic level.

In order to guide future employment decisions toward achieving this goal, the City of Daly City is committed to a plan of Affirmative Action.

Affirmative Action is an intense results-oriented plan designed to successfully increase employment and promotional opportunities for minorities, women and disadvantaged persons.

Affirmative Action goals have been established in order to make certain that equal employment opportunity continues in practice, as well as in policy. These goals include:

1. The recruitment, selection and appointment of capable persons available for all positions.
2. A personnel system that guarantees an honest and fair processing of the rights, desires and needs of the City and its employees.
3. Equal opportunity in all aspects of recruitment, selection, appointment and continuing employment.

To insure that the aforementioned goals are met, the following action steps have been approved by the Personnel Board and the City Council.

1. An active community out-reach program to include all segments of the community.
2. Advertising employment opportunities in the minority media.
3. All documents regarding employment opportunity will emphasize that the City is an "Equal Opportunity Employer."
4. Special limited tenure, non-Civil Service trainee positions have been established as follows for a number of entrance level classes:

Account Clerk Trainee
Administrative Trainee
Engineering Aide Trainee
Garage Service Technician Trainee
Library Assistant Trainee
Utility Worker Trainee
Custodian Trainee
Typist Clerk Trainee

Persons employed as trainees will receive on-the-job training in the job class to which they are assigned, as well as training in how to take written examinations. This training period for each trainee will cover a period not to exceed 18 months. Persons appointed to trainee-level positions will be required to satisfactorily meet the requirements of Civil Service before they can be considered for selection to a permanent position within the classified service.

5. Written and oral examinations will continue to be required for all positions under Civil Service.
6. Review all entrance level duty statements in terms of education and experience to determine if they are related to, and appropriate for the scope of duties performed.
7. Wherever possible, examinations will be utilized which have been tested to eliminate "cultural bias."
8. Continue the use of at least one minority member on oral interview boards whenever possible.
9. To insure that all interested persons can obtain applications, requests can be made by telephone, by mail or by personal contact with the Personnel Office. Open examinations will be given during the evening and/or weekend hours whenever possible.
10. All Selection Procedures shall conform to Equal Employment Opportunities Commission, Office of Federal Contract Compliance, and Fair Employment Practice Commission Employee Selection Guidelines.

II. Section 60-2.21

A. Internal Dissemination of the Policy

1. Management Employees

- A. Discussions of Affirmative Action Policy intent and effectiveness, and individual responsibility for implementation of the program have been discussed, and will continue to be discussed, at Department Head meetings.
- B. Meetings with Department Heads will be held, on an individual basis, to assist in the identification of departmental areas of underutilization of ethnic minorities and females.
- C. All Management Employees will be provided copies of the Affirmative Action Program in its entirety.

2. Inform all employees of the City's Affirmative Action Policy in the following ways:

- A. Inclusion of the Affirmative Action Policy in the Rules and Regulations of the Classified Service.
- B. Inclusion of the Affirmative Action Policy in the Employee Handbook.

- C. The elements of the Affirmative Action Program have been explained to employees, and employees have been provided an explanation of the City's proposed Affirmative Action Program.
 - D. Employees will be kept informed on changes or revisions to the Affirmative Action Program. Meetings will be held relative to Affirmative Action as necessary.
3. The City of Daly City is willing to meet and consult with organized employee groups in regard to the City's Affirmative Action Program.

III. Section 60-2.22

The City of Daly City will appoint an Affirmative Action Coordinator, who will have overall responsibility of planning, coordinating, implementing, evaluating and reporting on all phases of of the City's Affirmative Action Program.

- A. The Affirmative Action Coordinator will be directly responsible to the Assistant City Manager.
- B. The responsibilities of the Affirmative Action Coordinator will include the following:
 - 1. The development of a policy statement, a written Affirmative Action Program, and communication procedures, both internal and external.
 - 2. Providing assistance to Department Heads in collecting and analyzing employment information, identifying problem areas, setting goals and timetables, and providing whatever assistance possible in the attainment of established goals.
 - 3. Responsibility for design and implementation of an internal audit system which will measure effectiveness of the program and which will also indicate problem areas on a regular basis. It will further be the responsibility of the Affirmative Action Coordinator to see that action is taken in areas where deficiencies in employment of ethnic minorities and females exist.(Exhibit A)
 - 4. Reporting quarterly to the City Manager on progress toward established goals.
 - 5. Serving as liaison between minority and women's organizations and other community groups.
 - 6. Assuring that information relative to recent court decisions and Equal Employment Laws is disseminated to appropriate personnel.

C. Responsibilities of Department Heads and other line personnel.

1. Assist in the identification of problem areas and establishment of goals and timetables.
2. Responsibility for achievement of goals within their departments.
3. Awareness of activities of local minority and women's groups.
4. Career counseling for all employees.
5. Periodic review of their functional areas to insure compliance with non-discriminatory practices.
6. Take action to prevent harrassment of employees placed in the City's employ through affirmative action efforts.

D. External Publication of the Affirmative Action Policy.

The City of Daly City externally disseminates its Affirmative Action Policy in the following manner:

1. All position openings are advertised in the Classified Section of local newspapers. The City designs newspaper ads and job announcements in a manner which best attracts ethnic minorities females. The phrase "An Affirmative Action Employer" is included in all advertisements and job bulletins.
2. Informing all regular and newly established recruitment sources about the Affirmative Action Program.
3. Notifying subcontractors, suppliers and vendors of the City's Affirmative Action Policy.
4. Contacting a total of 97 recruitment sources when there are position openings within the City. Many of the recruitment sources are minority or female organizations which refer applicants to the City. The City also utilizes additional recruitment sources which have been recommended by the Fair Employment Practice Commission.

Corrective Action

The City of Daly City continually reviews all selection procedures, to determine if adverse impact on females and minorities exists. The following represent administrative changes in the Personnel System which have already gone into effect. If it should be determined that adverse impact exists, further corrective measures will be taken by the City.

Administrative Revisions to the Personnel System

1. The City's Employment Application form has been revised, to insure that discriminatory questions will not be asked of applicants. (Exhibit B)
2. The City's Personnel Office maintains an Applicant Register, in accordance with State and Federal Guidelines, to determine if adverse impact occurs in the recruiting process. (Exhibit C)
In those instances where Employment Application forms are mailed to applicants, a race/sex form is requested to be completed and returned. (Exhibit D)
3. At each step of the recruitment process, statistics are maintained on ethnic minorities and females, either by questionnaire or visual survey. An analysis of applicant statistics is made at the end of the recruitment process. (Exhibit E)
4. The City has created an Affirmative Action file containing interest cards for ethnic minorities and females, to insure that they are notified of future temporary and permanent employment openings in the City.
5. The City has created an Employee Skills Inventory for all employees. (Exhibit F). This information is used in part, to identify ethnic minorities and females who possess special skills or abilities to qualify them for promotional opportunities.

This information is reviewed by the City Manager and will be disseminated to Department Heads. The Skills Inventory also contains information relative to employees' assessment of their training needs and desires.

6. All job announcements which previously read "Equal Opportunity Employer" have been changed to read "Affirmative Action Employer".
7. The City Manager has discussed with the City Council, the possibility of the appointment of a minority person to the City's Personnel Board in the future.
8. The City has printed new Oral Evaluation Forms which eliminated the rating factors titled "Appearance" and "Self Expression". All Oral Boards are oriented on job related questions.

EXHIBIT A

REPORT PERIOD: _____ to _____

[illegible]

Review Date: _____ Signature: _____



Street Address: **PERSONNEL OFFICE**
City Center Building
312 — 90th Street • Daly City, California 94015
Phone: 755-6200
(across the street diagonally from City Hall)

- GENERAL INFORMATION**
- 1. To qualify for Veteran's Preference, proof of military service must be presented prior to oral interview.
 - 2. Answer all questions completely.
 - 3. Use ink or typewriter only.
 - 4. Print.

EXHIBIT B

I am applying for the position of _____

NAME _____
First Middle Last

PRESENT ADDRESS _____
Number Street City State Zip Code

PREVIOUS ADDRESS _____
(If at present address less than three years) _____
Number Street City State Zip Code

TELEPHONE: (Home) _____ (Work) _____
Are you between the ages of 16 and 64? _____

SOCIAL SECURITY NUMBER _____
Police Officer and Firefighter Applicants only:
Date of Birth _____
Height _____ Weight _____

IN CASE OF ACCIDENT NOTIFY _____
Name Address Telephone

Do you have any physical condition which may limit your ability to perform the job for which you applied? ☐ Yes ☐ No

If yes, describe _____

Have you ever been convicted of any crime? ☐ Yes ☐ No

If yes, state when, where and disposition of case _____

If you are not a U.S. citizen, have you the legal right to remain permanently in the U.S.? ☐ Yes ☐ No

Have you filed a Declaration of Intent to become a Permanent Resident of the U.S.? ☐ Yes ☐ No

MILITARY SERVICE

Have you served in the U.S. Military Service? ☐ Yes ☐ No
If yes, are you a Veteran? ☐ Yes ☐ No
Are you connected with a reserve unit? ☐ Yes ☐ No
Draft Classification _____
Branch of Service _____ Service Number _____
Rank or Rate _____ Specialty _____
Dates of Active Duty _____

Professional license, certificate or other credential if required _____
Description Number By Whom Issued Expiration Date

Driver's License _____
State Issued By Number Expiration Date Type

EDUCATION

Circle last completed year: 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

SCHOOL	YEARS COMPLETED	DID YOU GRADUATE	NAME AND LOCATION OF SCHOOL	MAJOR SUBJECTS	NUMBER OF COLLEGE CREDITS COMPLETED
High School Last Attended					
College or Univ.		DEGREE			
Graduate School		DEGREE			
Trade, Business or other					

DATES	EMPLOYER'S NAME & ADDRESS	JOB TITLE & DUTIES PERFORMED	REASON FOR LEAVING
From _____ To _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Name of Immediate Supervisor _____	Monthly Salary: \$ _____	
From _____ To _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Name of Immediate Supervisor _____	Monthly Salary: \$ _____	
From _____ To _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Name of Immediate Supervisor _____	Monthly Salary: \$ _____	
From _____ To _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Name of Immediate Supervisor _____	Monthly Salary: \$ _____	
From _____ To _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Name of Immediate Supervisor _____	Monthly Salary: \$ _____	

Remarks _____

CERTIFICATE OF APPLICANT: (Read this statement carefully before signing)

I hereby certify that all statements made on or in connection with this application, including those regarding my training and experience, are true and complete to the best of my knowledge and belief, and I understand and agree that any misstatements or omissions of material fact herein may cause forfeiture on my part of my rights to employment by the City of Daly City.

DATE _____

SIGNATURE OF APPLICANT _____

AFFIRMATIVE ACTION EMPLOYER M/F
BE SURE YOU HAVE SIGNED THIS APPLICATION

FOR OFFICE USE ONLY: Reviewed by _____ Accepted ☐ Declined ☐
ORAL INTERVIEW: Passed ☐ Failed ☐ WRITTEN EXAMINATION: Passed ☐ Failed ☐ Final Score _____

EXHIBIT C

[illegible]

We are required to maintain this information for government report purposes, in compliance with Equal Employment Opportunity laws.

*EEOC Race/Ethnic Groups: a) White, b) Black, c) Hispanic, d) Asian or Pacific Islanders, e) American Indian or Alaskan Native, f) Filipino, g) Other, specify

EXHIBIT D

In accordance with Equal Employment Laws, we are required to maintain statistical data on all applicants. We ask for your voluntary cooperation in completing and returning the following information:

Position Applying For _____

Race/Ethnic Group:

White _____

Male _____ Female _____

Black _____

Heard of Position
From: _____

Hispanic _____

Asian or Pacific Islander _____

City of Residence _____

American Indian or
Alaskan Native _____

Signature _____

Filipino _____

Other, please specify _____

Date _____

EXHIBIT E

APPLICANT FLOW CHART
CITY OF DALY CITY

EMPLOYER: _____

REPORT VERIFIED BY: _____

ADDRESS: _____

SIGNATURE: _____

POSITION: _____

PERIOD REPORTED: From _____ To _____

TELEPHONE NUMBER: _____

(Mark one) Summary of all classifications

(or) Job Title _____

	TOTAL APPLICANTS			TOTAL MINORITIES			(1)			(2)			(3)			(4)			(5)			(6)		
	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
WALK-IN																								
MAIL-IN																								
TOTAL																								
APPS. TESTED																								
PASSED TESTS																								
TOOK ORAL																								
PASSED ORAL																								
MADE ELIG. LIST																								
APPS. HIRED																								

LEGEND: (1) - Black, Negro, Afro-American
(2) - American-Indian
(3) - Filipino

(4) - Asian-American, Oriental
(5) - Spanish-Surname, Mexican-American, Chicano
(6) - All Others (Include Anglo, i.e., all employees not counted in 1 through 5.)

M - Male
F - Female
T - Total

TO All Employees

FROM David R. Rowe, City Manager

SUBJECT Skills Inventory, Daly City Employees

DATE June 3, 1976

We are in the process of reviewing the abilities and qualifications of all employees for the establishment of a skills inventory. This information will be kept on file in the Personnel Office for the purpose of possible upgrading in the future. Please complete the information listed below, adding any relevant data.

1) Have you received an additional degree or college certificate since your initial date of employment? Yes _____ No _____ If so, what is the title and date of receipt?

2) Have you taken any special training courses which you feel have enhanced your on-the-job performance? Yes _____ No _____ If so, what is the title and date of receipt?

3) Are there any special training courses which you would like to take which you feel will enhance your on-the-job performance? Yes _____ No _____ If so, title, where and when is it held?

4) Have you done any volunteer work which you feel has enhanced your on-the-job performance? Yes _____ No _____ If so, please describe.

5) Have you presented any special programs, courses or seminars? Yes _____ No _____ If so, please describe.

David R. Rowe
David R. Rowe
City Manager

DRR:rb

Revisions to the Rules and Regulations of the Classified Service

1. The City has eliminated all sex-tied language from the Rules and Regulations of the Classified Service.
2. The following pages contain rule changes to the Rules and Regulations, relative to the City's employee selection procedure. The changes were presented to the City's Personnel Board. All employees and interested persons were given an opportunity to discuss the proposed changes at a Public Hearing before the Personnel Board. The Personnel Board approved, and the City Council adopted, rule revisions summarized below:

Change from "Rule of Three" certification, to Multiple Factor Certification;

Deletion of rule which removes name of eligible who has not been selected three times;

Amendment of rule which disqualifies applicants on basis of past credit history or behavior;

Inclusion of definition of the City's Affirmative Action Program;

Inclusion of definition of "Discrimination".

Inclusion of definition of ethnic minorities;

Addition of new rule which encourages utilization of ethnic minorities and females on Oral Board to the maximum extent feasible.

Development and implementation of a policy, regarding promotional examinations, which requires that all examinations be administered on an "open" basis, for a one year period of time. The policy will be reviewed annually, to determine if there is justification for its extension for the next twelve month period.

Change of rule relative to physical or mental disability to insure that dismissal be made only on the basis of job related physical or mental disability;

Inclusion of new chapter in Rules and Regulations of the Classified Service entitled "Affirmative Action", which includes the City's policy of non-discrimination, and outlines the establishment of an Affirmative Action Advisory Committee and their scope of duties.

RULE I, SECTION A-I

AFFIRMATIVE ACTION PROGRAM: Shall be defined as the results-oriented program which implements the City's policy of taking positive steps to employ and utilize ethnic Minorities and females within the City's work force.

Elements of the City's Affirmative Action conceptual goals are contained in the "Employee Handbook" of the City of Daly City, published in December, 1973.

RULE I, SECTION C-9

Continuous Examination: Shall mean an open-competitive examination, applications for which are continuously accepted, which is administered periodically. Names of all eligibles shall be certified from the appropriate Employment List bearing the earliest date of promulgation.

RULE I, SECTION D-4

DISCRIMINATION: Any employment policy or practice which has a potential or actual end result of denying equal opportunity employment for all persons without regard to race, religion, national origin, sex, age, ancestry, color, sexual preference, religious creed, physical or mental handicap which does not adversely affect performance in the position classification applied for by the applicant or held by the employee.

RULE I, SECTION E-4

ETHNIC MINORITY: "BLACK": Includes persons of African descent as well as those identified as Jamacian, Trinidadian, and West Indian; "SPANISH SURNAMED": Includes all persons of Mexican, Puerto Rican, Cuban, Latin American or Spanish descent; "AMERICAN INDIAN": Includes persons who identify themselves or are known as such by virtue of tribal association; "ASIAN AMERICAN": Includes persons of Japanese, Chinese, or Korean descent; "FILIPINO": Includes persons of Philippine extraction; "OTHER NON-WHITE": Includes Aleuts, Eskimos, Malaysians, Thais and others not covered by the specific categories mentioned above.

RULE I, SECTION M-3

Multiple Factor Certification; The process of certifying names from the Employment List on a formula basis, depending on the number of eligibles remaining on the Employment List, and available for employment, at the time of certification.

RULE VI

AFFIRMATIVE ACTION

SECTION 1 - The City of Daly City does not discriminate, at any stage of the employment process, on the basis of race, religion, national origin, sex, age, ancestry, color, sexual preference, religious creed, physical or mental handicap which does not adversely affect performance in a position classification.

SECTION 2 - The City of Daly City has an Affirmative Action Program in effect which sets forth the City's positive efforts in equal employment opportunities for all persons. The Affirmative Action Program has been prepared in accordance with Federal and State Affirmative Action guidelines.

SECTION 3 - An Affirmative Action Advisory Committee of not less than 9 members, nor more than 15, shall be established, and appointed by the City Council, to serve for such term as specified by the City Council. The members of the Affirmative Action Advisory Committee shall include representatives of employees, employee organizations, management, and community minority and female organizations.

SECTION 4 - The Affirmative Action Advisory Committee shall serve in an advisory capacity to the City Manager, the Personnel Board, and the City Council.

SECTION 5 - The Affirmative Action Advisory Committee shall have the following duties:

- (a) Evaluate and make recommendations regarding general affirmative action recruitment policies, to include employment advertising and outreach and community education programs, as a means of further publicizing employment opportunities within the City's work force;
- (b) Advise the City Manager, the Personnel Board, and the City Council regarding general policy of the City's Affirmative Action Program, to insure that input is continually solicited and received relative to changing personnel system needs, as perceived by the Affirmative Action Advisory Committee;
- (c) Advise the City Manager of latest developments regarding Affirmative Action.
- (d) Advise the City Manager and Personnel Board regarding proposed changes to the Rules and Regulations of the Classified Service in areas which affect the Affirmative Action Program.

RULE VIII, SECTION 21

Each member of a candidate appraisal board impaneled to conduct oral examinations shall be oriented on fair employment practices emphasis on asking only job-related questions; and a summary of the city's Affirmative Action Program. Such orientation should include mailing appropriate documents to the oral board members in advance of the interview date, and covering the same material in summary form, and responding to questions oral board members may have on the date of the interviews.

The composition of the Oral Boards, to the maximum extent feasible, should include persons representing ethnic minorities and women.

RULE X, SECTION 1

Upon completion of an examination, the Personnel Officer shall have prepared and submit to the Personnel Board for promulgation, an Employment List consisting of the names of candidates who qualified in the examination in the numerical order in which they have been rated, and without scores.

RULE X, SECTION 4

The Personnel Officer shall remove the name of an eligible from the Employment List if the eligible has been certified, and "Not Selected" by the Appointing Authority three times.

DELETED BY PERSONNEL BOARD

RULE X, SECTION 5

Investigation of an eligible's credit history and/or past behavior may be required, where it can be demonstrated to be job-related, and necessary to insure employment of qualified employees for a particular position.

RULE X, SECTION 11

Any person having received an appointment on probation and who, during such probationary period has been separated from the service without evidence of cause may, at the discretion of the Board, be restored in rank order without score to the original Employment List. Upon the expiration of a military vacancy, any person having been appointed to fill such vacancy from an Employment List, shall be restored in rank order without scores thereto, or to the next Employment List, like the one on which that person's name previously appeared, except where the eligible has voluntarily resigned from the City Service or has been dismissed therefrom for cause.

RULE XI, SECTION 2

Multiple Factor Certification shall be made from the Employment List in the following order of priority: Re-employment Lists, Promotional Employment Lists, and Open Employment Lists.

RULE XI, SECTION 5

In accordance with the Multiple Factor Certification process, certification of eligible candidates shall be made in the following way for each vacancy:

- (a) If the Employment List contains between 1 and 15 names, the entire list of names shall be certified in order of scores and without listing scores;
- (b) If the Employment List contains between 16 and 30 names, the top 15 names shall be certified in order of scores, and without listing scores;
- (c) If the Employment List contains between 31 and 60 names, the top 50%* of the names shall be certified in order of scores, and without listing scores;
- (d) If the Employment List contains between 61 and 100 names, the top 40%* of the names shall be certified in order of scores, and without listing scores;
- (e) If the Employment List contains from 101 to 300 names, the top $33\frac{1}{3}\%$ * of the names shall be certified in order of scores, and without listing scores;
- (f) If the Employment List contains more than 300 names, 20%* of the names shall be certified in order of scores, and without listing scores;
- (g) For each additional vacancy which exists in a position classification, three additional names shall be certified to the Department Head.

*If an uneven number of candidates results from this computation, the next highest whole number shall be used.

FORMER RULE XI, SECTION 8

Whenever the Board is notified that proficiency in a special subject is needed in the position to be filled, it may ascertain the names of all those on the list who possess such qualifications and shall certify them in order of their standing, or shall, at its discretion, conduct a new examination.

DELETED BY PERSONNEL BOARD

RULE XI, SECTION 9

In instances where more than one position vacancy exists, three additional names shall be certified for each additional opening.

RULE XI, SECTION 10

Multiple Factor Certification, in the case of Continuous Examinations, shall be made from the Employment List bearing the earliest date of promulgation.

RULE XI, SECTION 11

The Appointing Authority may select for appointment any eligible candidate from among those certified, and shall report to the Personnel Officer on the Certification Form as to whether candidates were "Selected", "Waived Appointment", or were "Not Considered".

RULE XI, SECTION 12

For full-time positions in the Classified Service, names contained on the appropriate Employment List shall be certified individually for each position vacancy by the Multiple Factor Certification process. If the number of names certified for any position vacancy does not give the Appointing Authority a minimum of three (3) available candidates from which to choose, a new examination may be requested by the Appointing Authority so that a minimum of three (3) candidates may be considered for selection to the vacant position.

RULE XI, SECTION 13

For part-time positions in the Classified Service, every name contained on the appropriate Employment List shall be certified for consideration to fill one or more vacancies. If the number of names certified does not exceed the number of position vacancies by two, a new examination may be requested by the Appointing Authority so that a minimum of three (3) candidates may be considered for selection to the vacant position.

RULE XI, SECTION 14

The Personnel Officer may certify three additional names of eligible candidates per position vacancy, as necessary, to meet the provisions of the Multiple Factor Certification process, when a certified eligible has waived appointment, has not responded to a request for interview, is not available for appointment, has failed the medical examination, or has been disqualified due to the eligible's credit history or past behavior, which has been determined by competent authority to be incompatible with the standards of the public service.

RULE XVII, SECTION 19 (a)

Accrued Sick Leave with pay may be used for pregnancy-related illnesses which occur prior to the beginning of the Maternity Leave.

RULE XVII, SECTION 19 (b)

Employees absent from work while on Maternity Leave shall not continue to accrue seniority while on Maternity Leave status; and are not eligible to use accumulated Sick Leave, nor to receive payment for continuance of fringe benefits during the leave period.

RULE XVIII, SECTION 1

The City of Daly City has adopted an Affirmative Action Program. This program is designed to ensure that positive steps are taken to facilitate the employment and promotion of qualified ethnic minorities and females in the work force. Copies of the Affirmative Action Program may be reviewed, upon request, in the City Clerk's Office or the Personnel Office.

RULE XVIII, SECTION 18 (e)

Physical or mental disability, when such disability is demonstrated to be job related.

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